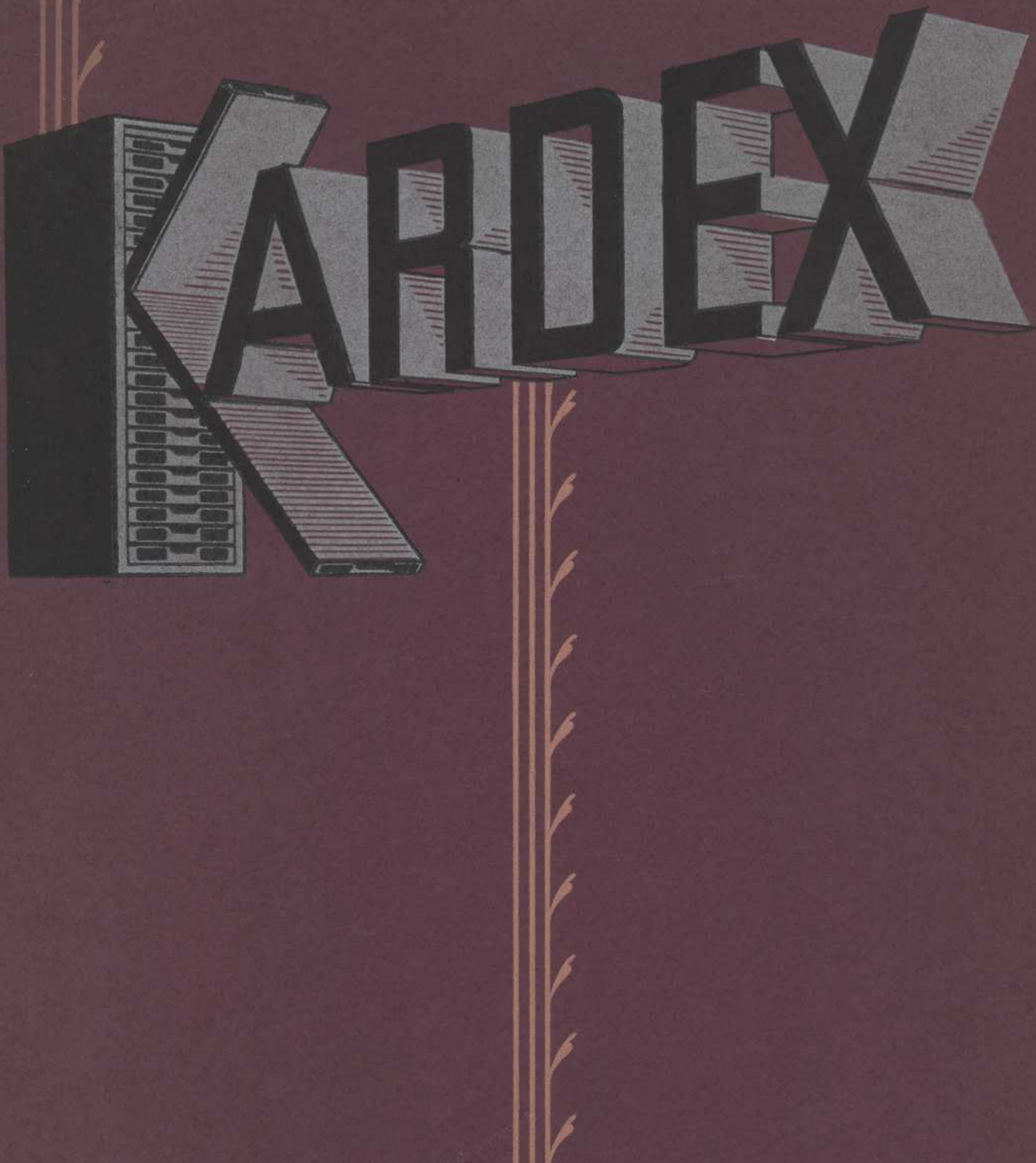


VISIBLE RECORD CONTROL

THE KARDEX PRINCIPLE OF RECORD CONTROL

These are actual samples of the Kardex pockets, cards and signals, which are presented in complete detail in this booklet, set up in form to maintain a stock control. All variations from the samples merely change the size of the form or the method of signaling. The principle of Kardex protected visibility remains constant. But its applications are literally numberless. You will find here exceedingly interesting suggestions for effecting savings or increasing profits right in your own offices.

ARTICLE

REMINGTON-RAND, INC. CAT. NO. 1-5217 EP 15855*

UNIT ORDERED						RECEIVED	
DATE	VEN.	QUAN.	LIST	DISCOUNT	INV. COST	DATE	QUAN.

U. S. PAT. NO. 1817

CHARLESTON-KANS. INC.

KP 18654

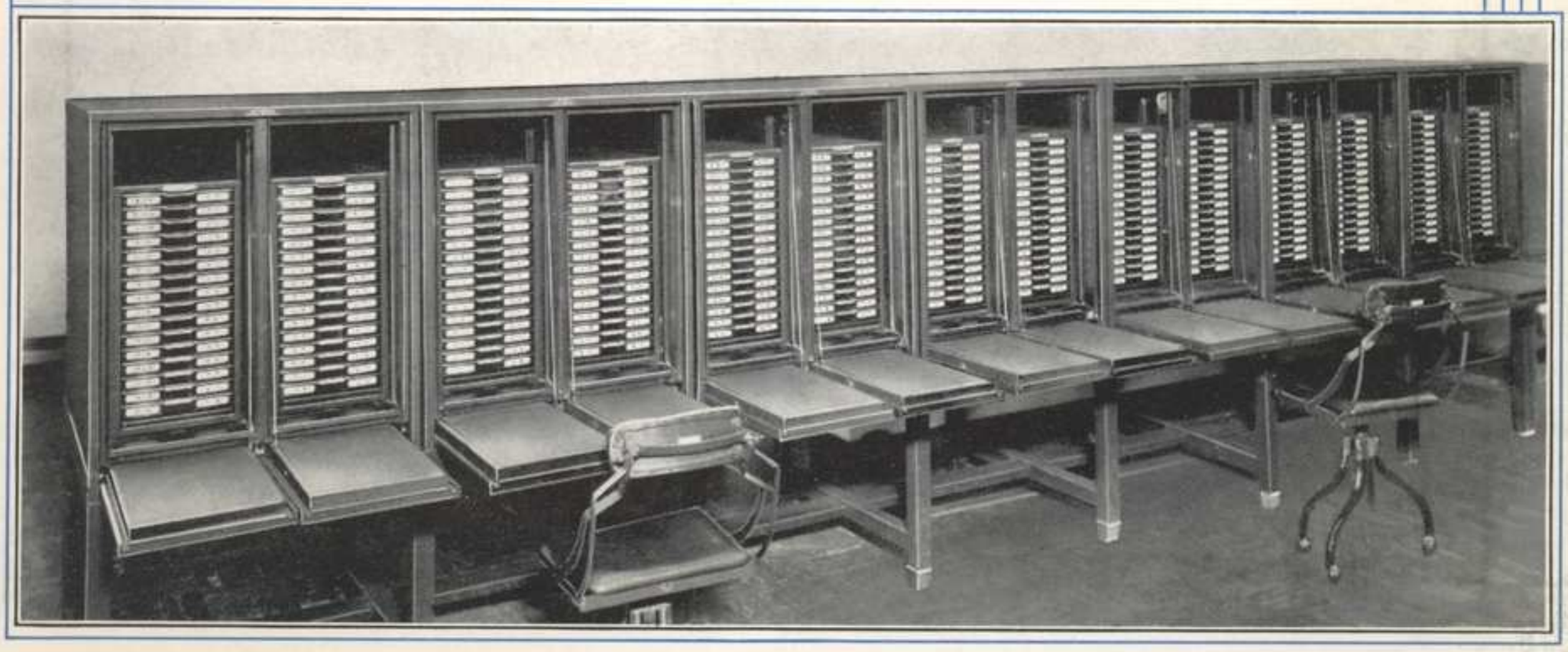
STOCK RECORD

REC'D	DATE	SOLD	BAL. O. H.	REC'D	DATE	SOLD	BAL. O. H.	REC'D	DATE	SOLD	BAL. O. H.	REC'D	DATE	SOLD	BAL. O. H.

KARDEX VISIBLE
RECORD CONTROL

NEVER has the need for timely facts and figures been more acute than now. Never have facilities for generating them been more urgently required. The past ten years have witnessed widespread loosening of control. The record keeping function has suffered the same neglect that brought deterioration to plants, equipment and machines.

If control is to be recaptured, record equipment and procedure must be geared to the times again. There must be replacement of inefficiency and modernization of the obsolete. Then the cost of record keeping may return to more profitable proportions and its products may contribute more substantially to the solution of problems of management.



Trade
Cat.
.R38
193-

AN ARMY OF FACTS AT YOUR COMMAND

FINDING information in a record and posting entries are so-called "clerical" functions. Their cost is charged to clerical expense. But, though the savings accomplished often run into considerable amounts, other economies are more important than these, and other results are of greater benefit to the user of a Kardex plan.

The principle of *Record Control*, basic in Kardex, ranks with the greatest contributions ever made to business management.

No longer need the owner of an enterprise or an influential executive be concerned with the multitudinous details of his responsibility. He may safely delegate each minor task to less aggressive minds and, in moments, assure himself the task is properly performed. He may set up a flow of facts that make decisions well nigh automatic and may back official acts with positive authority.

A glance at a Kardex "slide" reveals—instantly—the conditions described on any record in which you are interested. There is rarely necessity to consult the body of the form.

And—more important—a glance at a Kardex "slide" discloses—by signals—the conditions obtaining in *all* the records the "slide" contains. The picture becomes a panoramic view. The reaction is based on a broad interpretation of the facts. Trends are caught at their inception.

KARDEX ADDS CONTROL TO ANY WRITTEN RECORD

KARDEX service is world wide. Seven large plants are devoted to manufacture of Kardex forms and cabinets in the United States. Six other factories are operated by Remington Rand to extend the Kardex principle to foreign lands. One thousand sales specialists with headquarters in the 250 larger cities of America, and additional thousands of men and women who represent us now abroad, make Kardex available wherever civilization permits expansion of trade.

Thus an incomparable, invaluable experience has been accumulated. Our branch office libraries reflect these resources in ideas. Our home office library contains examples of several million specially developed forms, each of which has passed the acid test of actual use. The following list of Kardex applications is offered, then, as only a partial indication of how and where Kardex may be profitably utilized. As you read it, you will find suggestions that apply to your own organization. But many other applications have necessarily been omitted. Your Remington Rand representative can help you with them. Consult him freely—and without obligation.

ACCOUNTS PAYABLE	CONTRACTS	INCOME TAX	MEMBERSHIPS	REPAIRS
ACCOUNTS RECEIVABLE	COSTS	INDEXES	MERCHANDISE	ROUTING
ADVERTISING	CREDITS	INQUIRIES	MORTGAGES	SALES
ANALYSIS	CUSTOMERS	INSPECTIONS	ORDERS	SERVICE
APPRAISALS	DAMAGES	INSTALLATIONS	PACKING	SHIPMENTS
APPROPRIATIONS	DELIVERIES	INSTALLMENTS	PATENTS	SIGNATURES
ASSETS	DEPOSITS	INSTRUCTIONS	PATTERNS	SPECIFICATIONS
ATTENDANCE	DEPRECIATION	INSURANCE	PAYROLLS	STATISTICS
AUTHORIZATIONS	DISABILITY	INVENTORY	PERSONNEL	STOCK
BILLING	DISBURSEMENTS	INVESTMENTS	PRICES	STOCKHOLDERS
BREAKAGE	DISTRIBUTION	INVOICES	PRODUCTION	SUBSCRIBERS
BUDGET	DIVIDENDS	LEASES	PROGRESS	SUMMARIES
CASH	DRAWINGS	LEDGERS	PROPERTIES	TAXES
CATALOGS	EARNINGS	LICENSES	PROSPECTS	TONNAGE
CLAIMS	ENGINEERING	LOADINGS	PURCHASES	TOOLS AND DIES
COLLECTIONS	EQUIPMENT	LOANS	QUOTATIONS	TRACING
COMMISSIONS	EXPENSES	MACHINES	RATES	VALUATION
COMMITMENTS	EXPIRATIONS	MAILING LISTS	REAL ESTATE	VOUCHERS
COMPLAINTS	FREIGHT	MAINTENANCE	RECEIVING	WAGES
CONSIGNMENTS	IDENTIFICATION	MATURITIES	RENTALS	WELFARE

KARDEX PRINCIPLE OF SALES CONTROL

A PICTURE, such as the one that faces this page, has its limitations. Kardex Sales Control is essentially a *moving* picture. It adjusts to accord with conditions as they change and presents a panoramic view of both potentiality and accomplishment.

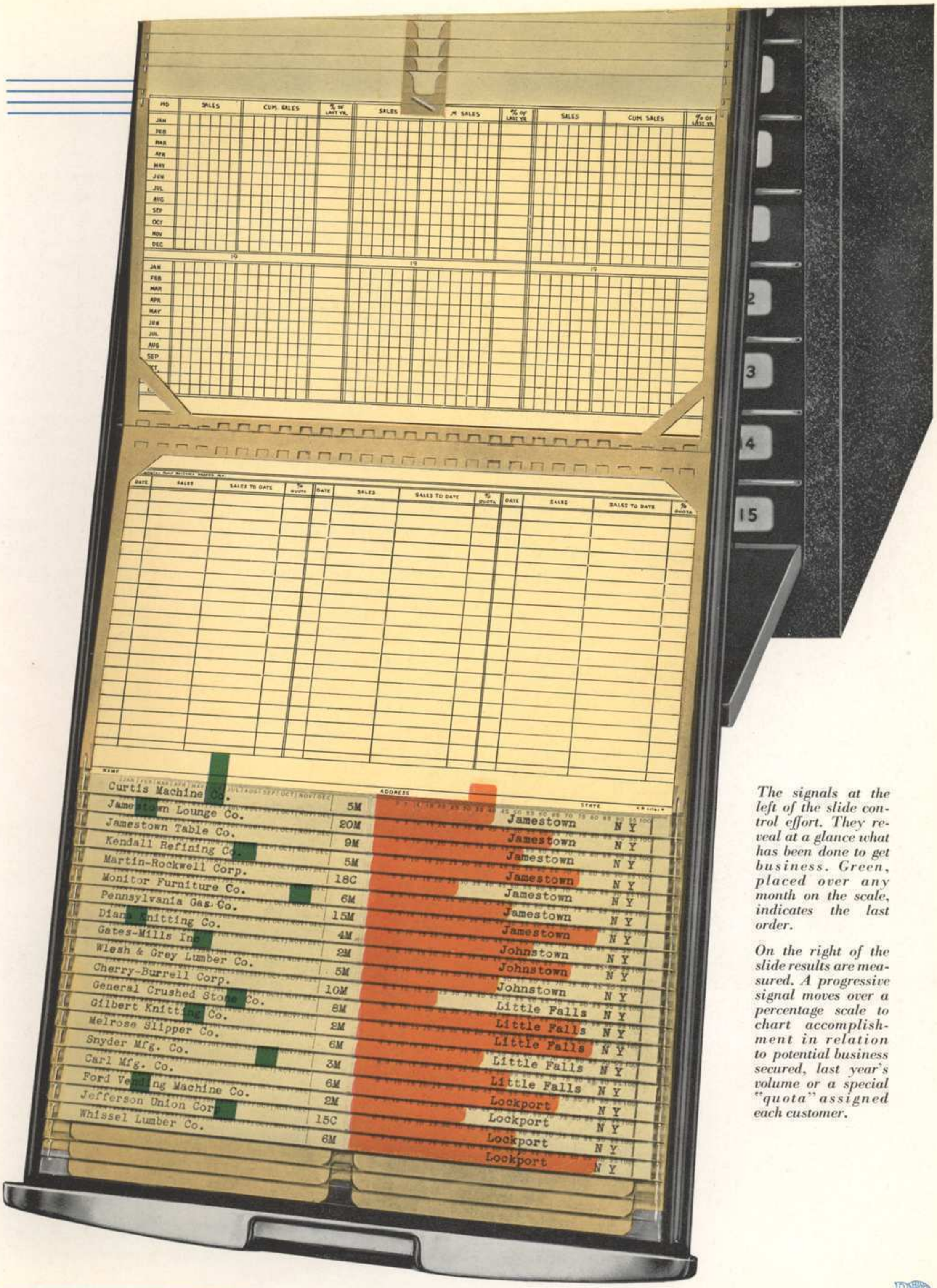
But even a picture will disclose the precision with which Kardex signals reveal the time elapsing since orders were placed and calls were made. The relationship between calls and orders is quickly apparent, and the required action is readily indicated. There is no sidestepping the implication that sales follow prospects when its truth is emphasized in a Kardex slide.

But each individual prospect may also be evaluated in Kardex. You can chart estimated yearly consumption and signal your progress in selling what a buyer buys. A sales manager, presented with such facts, can quickly initiate measures calculated to control a situation that is becoming serious. A salesman, faced with supporting data, can be easily spurred to the specialized activity desired.

This means, then, that Kardex Sales Control is set up for both those who have bought and those who can buy. It is in no sense "historical." It is a tested method of indicating *where* volume may be found and *how* to get it.

Newest practice suggests that this information be more widely employed than its "inside" use permits. After all, the place to get business is out in the field. Kardex slides, therefore, are being photo-copied by Dexigraph and "positives" are being distributed among interested salesmen with notations that offer suggestions for improved results. Thus, finally, sales records go to the source. They become, in actuality, an instrument of control.

These are Kardex sales records. We estimate that 10,000 sales managers now guide their efforts with Kardex.


MO
SALES
CUM. SALES
% OF LAST YR.
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
DATE
SALES TO DATE
% QUOTA
Curtis Machine Co. 5M Jamestown N Y
Jamestown Lounge Co. 20M Jamestown N Y
Jamestown Table Co. 9M Jamestown N Y
Kendall Refining Co. 5M Jamestown N Y
Martin-Rockwell Corp. 18C Jamestown N Y
Monitor Furniture Co. 6M Jamestown N Y
Pennsylvania Gas Co. 15M Jamestown N Y
Diana Knitting Co. 4M Jamestown N Y
Gates-Mills Inc. 2M Johnstown N Y
Welsh & Grey Lumber Co. 5M Johnstown N Y
Cherry-Burrell Corp. 10M Johnstown N Y
General Crushed Stone Co. 8M Little Falls N Y
Gilbert Knitting Co. 2M Little Falls N Y
Melrose Slipper Co. 6M Little Falls N Y
Snyder Mfg. Co. 3M Little Falls N Y
Carl Mfg. Co. 6M Little Falls N Y
Ford Vending Machine Co. 2M Lockport N Y
Jefferson Union Corp. 15C Lockport N Y
Whissel Lumber Co. 6M Lockport N Y
Lockport N Y

The signals at the left of the slide control effort. They reveal at a glance what has been done to get business. Green, placed over any month on the scale, indicates the last order.

On the right of the slide results are measured. A progressive signal moves over a percentage scale to chart accomplishment in relation to potential business secured, last year's volume or a special "quota" assigned each customer.

KARDEX PRINCIPLE OF COLLECTION CONTROL

THIS illustration shows Kardex applied to the needs of installment accounting. It offers something more than a hint of the economies in time and labor which must accrue to the user of this plan. It discloses certain of the principles of collection "control."

Note, therefore, how quickly the names of delinquents appear when a Kardex slide is pulled. A glance spots not only those who are in arrears but also the extent to which their payments have fallen behind. This distinction is important. It permits action based on the seriousness of the situation pertaining to each individual case.

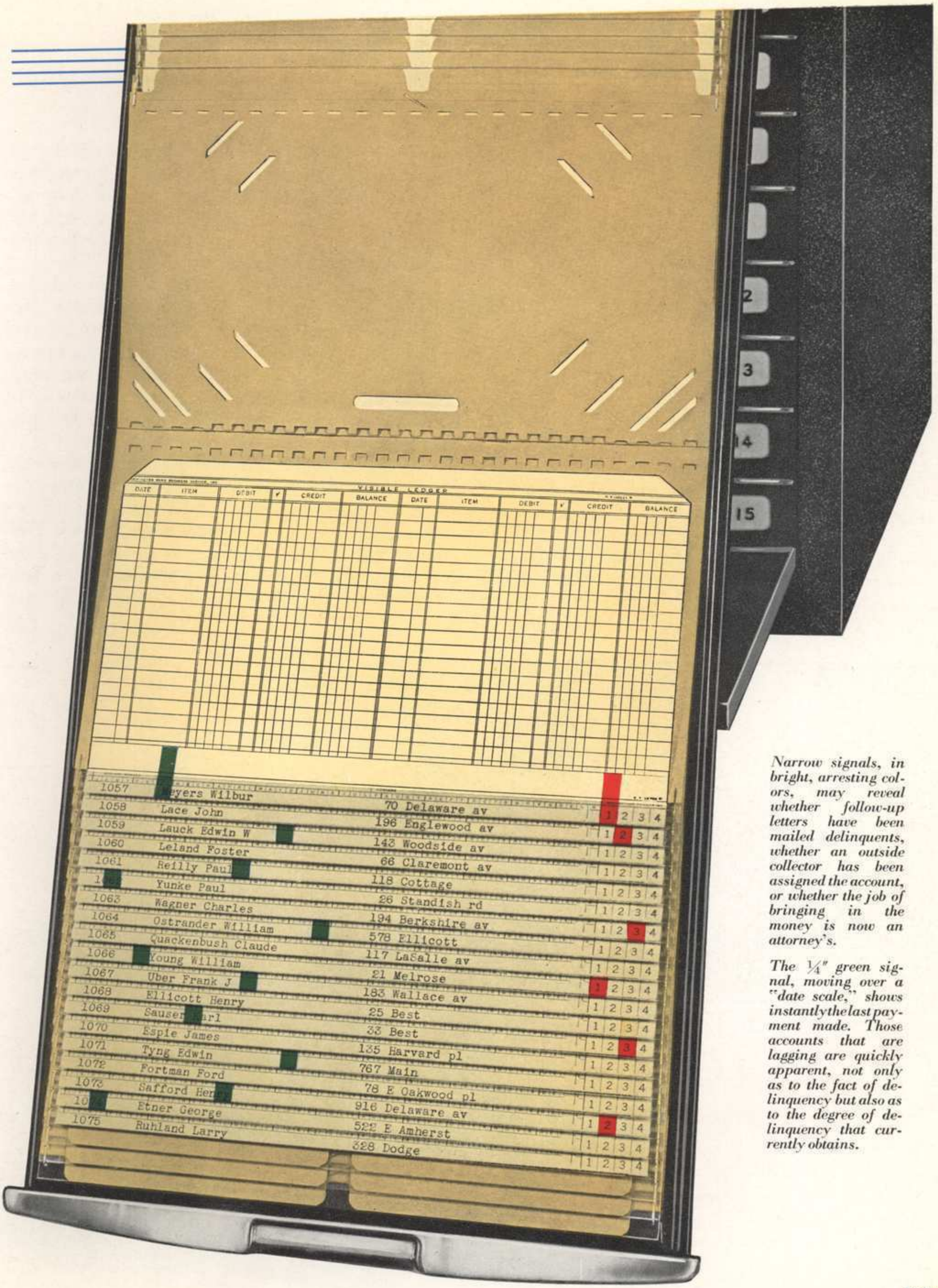
You likewise check—at a glance—the effort that is put forth to maintain the collection pace. Kardex signals disclose—visibly—the letters which have gone to delinquents and the more drastic steps which have become necessary to bring lagging payments in. This aspect of control is fundamental in departmental efficiency.

This type of ledger may be posted by hand or by machine, without any sacrifice of signalling control features in either instance. A special "pocket" has been devised to facilitate the movement of forms "in" and "out" so that mechanical posting may proceed at highest speed.

This provision has certain advantages not shared by other record "containers." When you reflect that in machine bookkeeping 75% of posting time is ordinarily devoted to work with the "ledger" and only 25% at the machine, Kardex speed in locating accounts becomes a factor to reckon with. Such economy is attained with an accompanying gain in safety, for the removal of a form is automatically signalled and continues to be signalled until returned on file.

"Outside" activities are also directed by this plan. The routing of collectors becomes a simple process. The accounting of collectors comes more directly under control.

Note how one very large organization collects installment accounts with Kardex. Note also its availability for the small ledger.


VISIBLE LEDGER
DATE
ITEM
DEBIT
✓
CREDIT
BALANCE
1057 Myers Wilbur 70 Delaware av
1058 Lace John 196 Englewood av
1059 Lauck Edwin W 143 Woodside av
1060 Leland Foster 66 Claremont av
1061 Reilly Paul 118 Cottage
Yunke Paul 26 Standish rd
1063 Wagner Charles 194 Berkshire av
1064 Ostrander William 578 Ellicott
1065 Quackenbush Claude 117 LaSalle av
1066 Young William 21 Melrose
1067 Uber Frank J 183 Wallace av
1068 Ellicott Henry 25 Best
1069 Sause[illegible]arl 33 Best
1070 Espie James 135 Harvard pl
1071 Tyng Edwin 767 Main
1072 Fortman Ford 78 E Oakwood pl
1073 Safford Her[illegible] 916 Delaware av
10[illegible] Etner George 522 E Amherst
1075 Ruhland Larry 328 Dodge
1 2 3 4

Narrow signals, in bright, arresting colors, may reveal whether follow-up letters have been mailed delinquents, whether an outside collector has been assigned the account, or whether the job of bringing in the money is now an attorney's.

The ¼" green signal, moving over a "date scale," shows instantly the last payment made. Those accounts that are lagging are quickly apparent, not only as to the fact of delinquency but also as to the degree of delinquency that currently obtains.

KARDEX PRINCIPLE OF STOCK CONTROL

ACTUALLY, there are six separate methods of maintaining a record which controls stock, and probably as many variations of each of the six. But the Kardex principle of control applies to all of them and is fundamental in good business practice. This principle is mastery of Turnover.

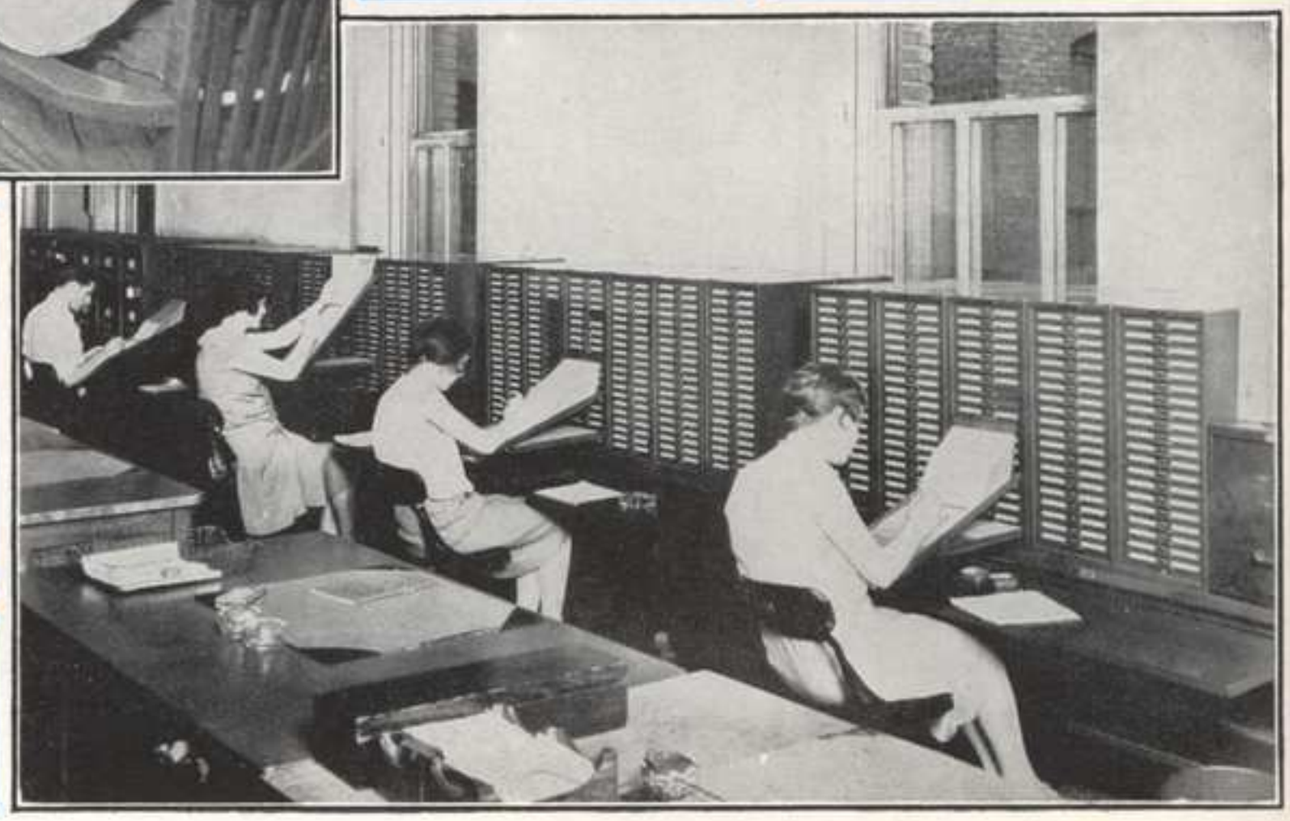
Kardex Stock Control, then, is designed to flash overstocks of individual items. You can unerringly place your finger on the situation or situations responsible for any condition that retards the Turnover rate.

But the information furnished by Kardex progressive signals goes farther than a mere disclosure of the *location* of trouble. The *extent* of each individual overstock is likewise immediately apparent when a slide is pulled. Making allowance for replenishment time, you may plan with complete confidence a program of adjustment that can proceed in the light of *all* similar conditions recorded in a slide.

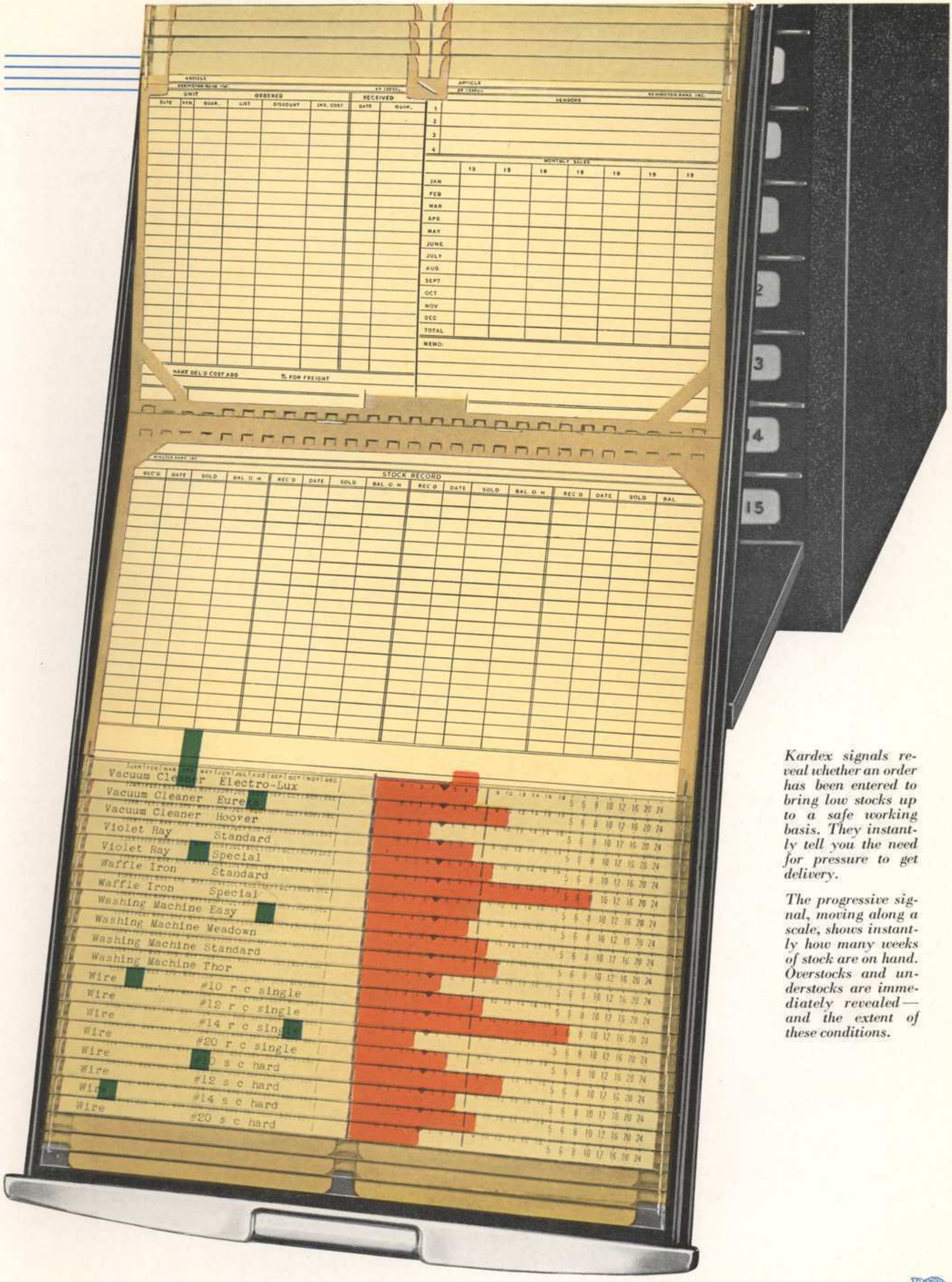
Understocks are also broadcast. And the extent of understocks. Here, however, there is additional reinforcement in the form of signals which disclose whether purchase or manufacturing orders have been issued and whether pressure should be started to get delivery.

As a result, stock clerks are *forced* to order replenishments intelligently. Items which are surplus in one locality may be transferred to another where stocks are low. Items purchased seasonally may be procured in the light of past consumption and of anticipated needs. Turnover may be predicted with every expectation that the prediction will be achieved.

This graphic indication of opportunities for action sets up the difference between maintaining a "Stock Record" and instituting "Stock Control." The trouble with most "Stock Records" lies in their inability to disclose need for corrective measures unless accident or a protracted search brings the conditions to light.



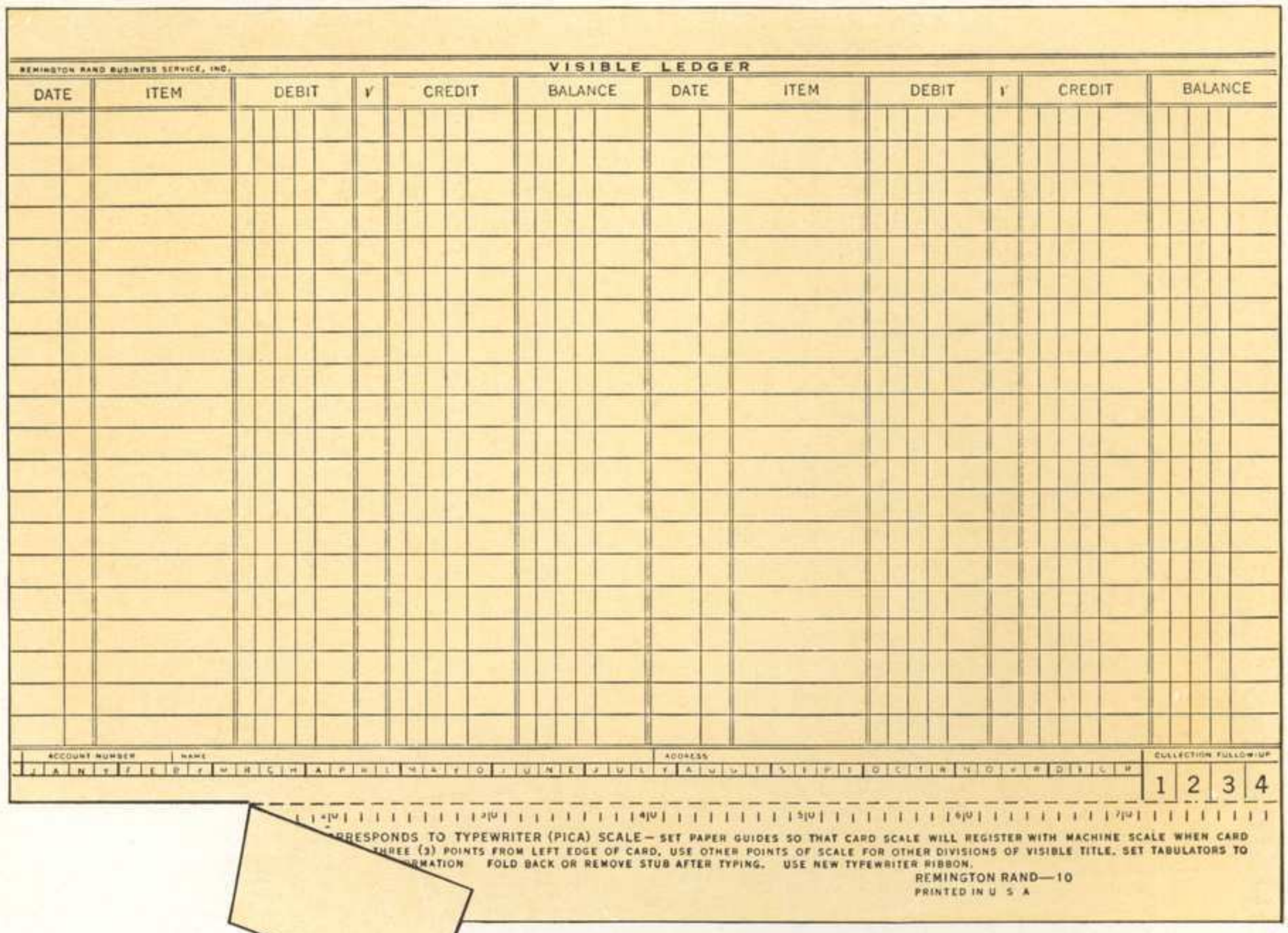
Extraordinary savings are possible when stock conditions are visualized in Kardex. Here are two instances of "control" in action.



Kardex signals reveal whether an order has been entered to bring low stocks up to a safe working basis. They instantly tell you the need for pressure to get delivery.

The progressive signal, moving along a scale, shows instantly how many weeks of stock are on hand. Overstocks and understocks are immediately revealed — and the extent of these conditions.

THE KARDEX RECORD CARD

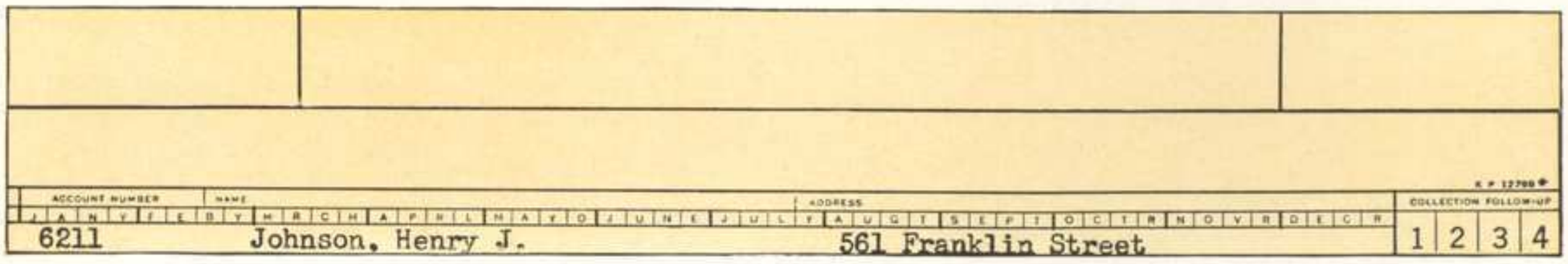

REMINGTON RAND BUSINESS SERVICE, INC.
VISIBLE LEDGER
DATE
ITEM
DEBIT
V
CREDIT
BALANCE
ACCOUNT NUMBER
NAME
ADDRESS
COLLECTION FOLLOW-UP
1 2 3 4
CORRESPONDS TO TYPEWRITER (PICA) SCALE— SET PAPER GUIDES SO THAT CARD SCALE WILL REGISTER WITH MACHINE SCALE WHEN CARD
THREE (3) POINTS FROM LEFT EDGE OF CARD. USE OTHER POINTS OF SCALE FOR OTHER DIVISIONS OF VISIBLE TITLE. SET TABULATORS TO
FOLD BACK OR REMOVE STUB AFTER TYPING. USE NEW TYPEWRITER RIBBON.
REMINGTON RAND—10
PRINTED IN U S A

KARDEX records are maintained on forms which need differ in no essential detail from those employed in binders or vertical files. The only specification imposed is that provision be made for insertion of the indexing title at the bottom instead of at the top. Such an arrangement is illustrated. A more detailed presentation of the possibilities in Kardex forms is given, however, on pages 28 and 29.

Kardex forms are furnished with a perforated "stub," which permits accurate typing of titles on their extreme lower edge and thus assures uniform neatness and visibility when titles are exposed in a slide.

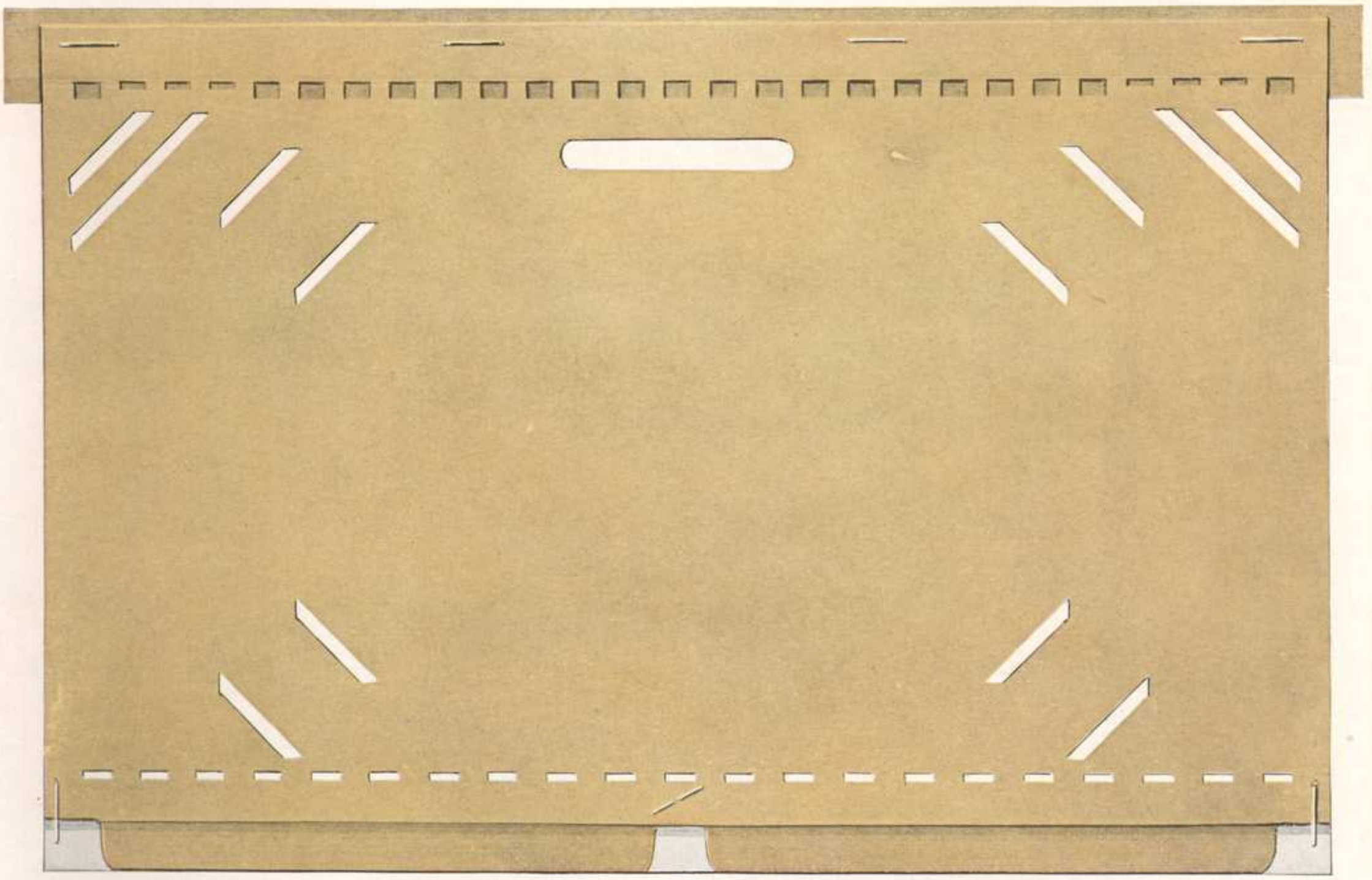
There are many standard sizes of Kardex forms—far more than are practical with other types of record housing. There are many standard colors. Particularly important, however, is the provision for matching quality with the expected length of active record life. You need not place temporary records on costly stocks, nor permanent records on material of doubtful durability.

A large variety of forms is regularly available for the more common record applications. Our facilities for manufacture of special forms are unexcelled.



The title insert may be made a permanent indexing medium, which saves title changes, widens signal possibilities and permits the use of existing record forms.

THE KARDEX CARD POCKET

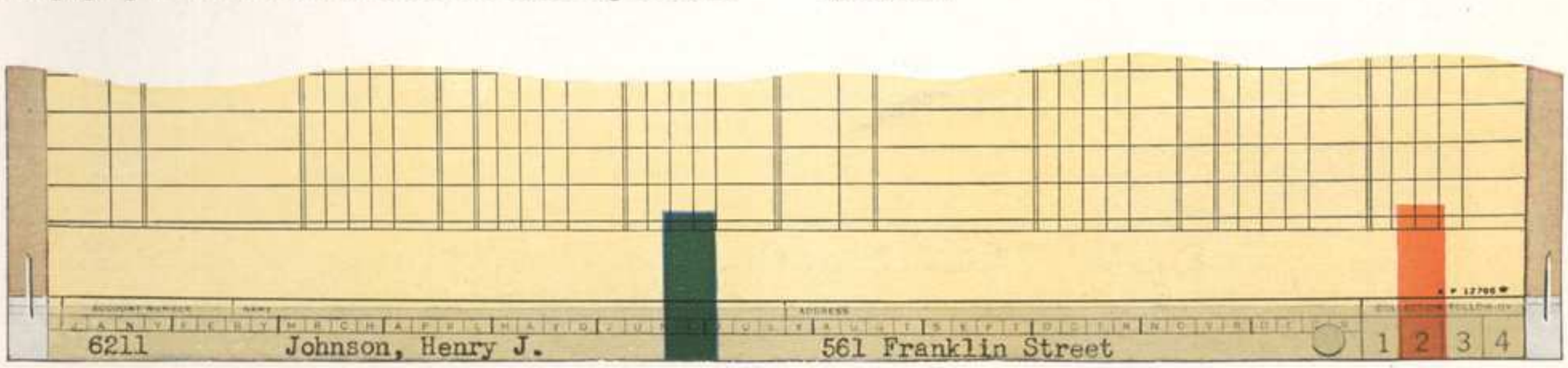


WITHOUT the Kardex pocket, the visible record lacks protection for the exposed edges of the forms; they are subject to all the ravages of moisture, grime and wear. Without it, the record is limited in signal possibilities; signals must be fastened to the margins of the cards. Without it, the labor of setting up a record is apt to prove formidable. The pocket is fundamental in Kardex.

The tip of the pocket is formed of non-glare transoloid. In this tip the cards are snugly held and in it signals securely rest. The body of the pocket is a tough kraft.

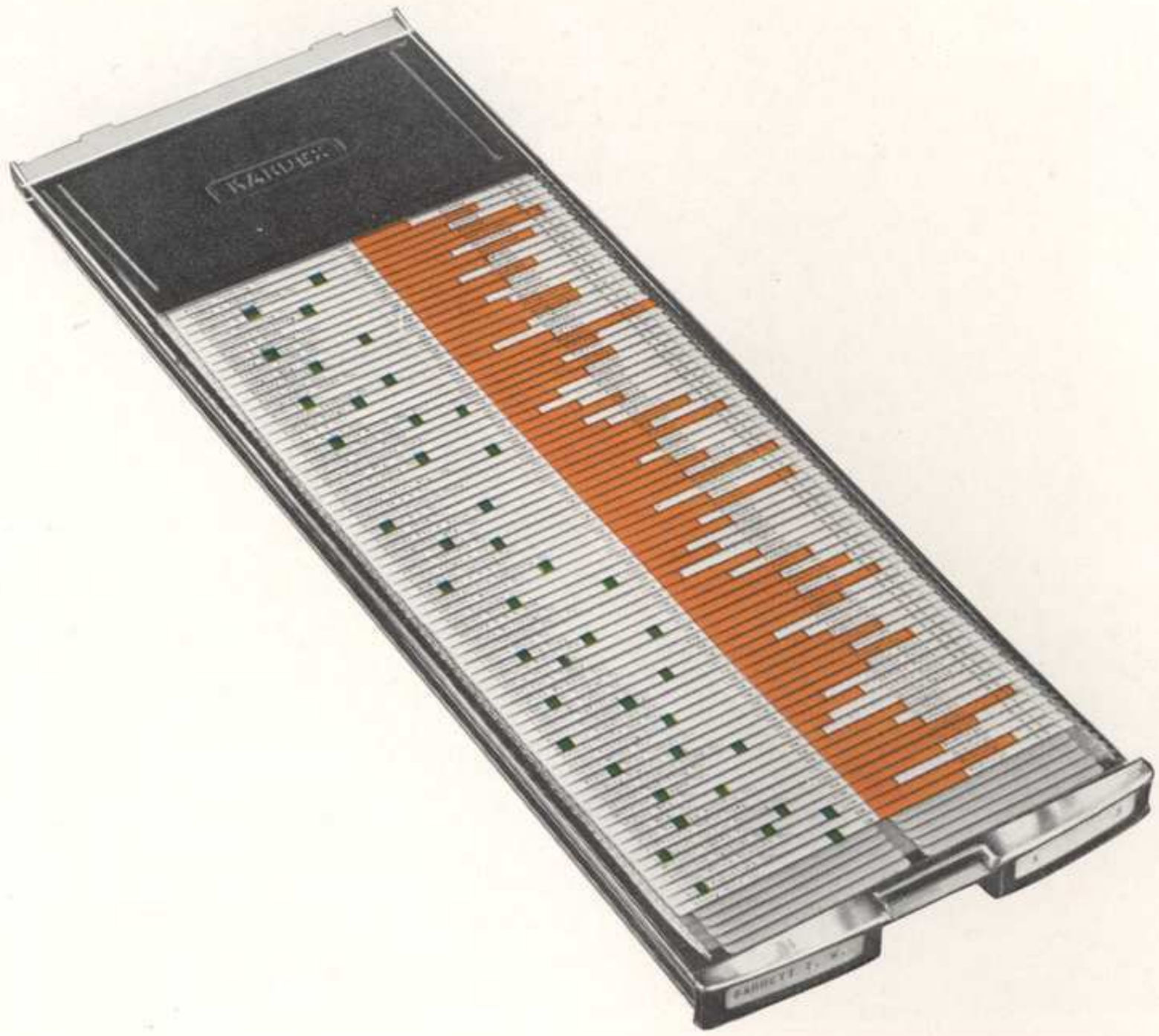
Engaging with the Kardex slide and assuring an automatic alignment of the cards, a self-spacing jute lug is steel-stitched to the pocket top. A quick flexing movement inserts one or more pockets in a slide—or removes them.

The pocket is hinged at the top to provide a perfect "lay-back" for posting, and at the bottom to allow consultation of the reverse of a form. Cards may be placed on both sides of a pocket, thus converting a slide into a series of record "spreads," which permit wide combination of related and supplementary records in one location.



For more than twenty years the potentiality of Kardex signalling has been explored. Numerous shapes, sizes, locations and colors have been devised. Their application is exceedingly beneficial to the Kardex user.

THE KARDEX POCKET SLIDE



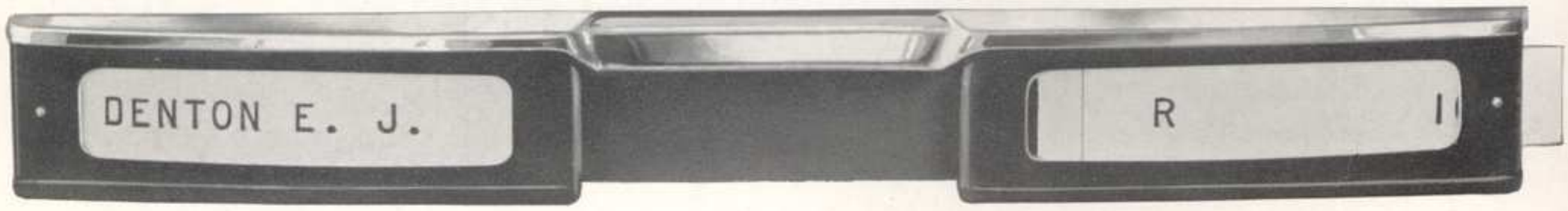
THE Kardex slide may be likened to a display rack. In the slide Kardex pockets are intermeshed to provide uniform visibility of titles. A glance reveals the one you seek. A glance supplies an analysis of all records in a slide.

So strong is the intermembering of pockets and slide that it is possible to pick up a filled slide by a single pocket. The lug simply can't pull loose!

Slide sides are high enough to give ample protection to the contents. Selection may be made from several depths to accord with the expected "build-up" (thickness of pockets and forms).

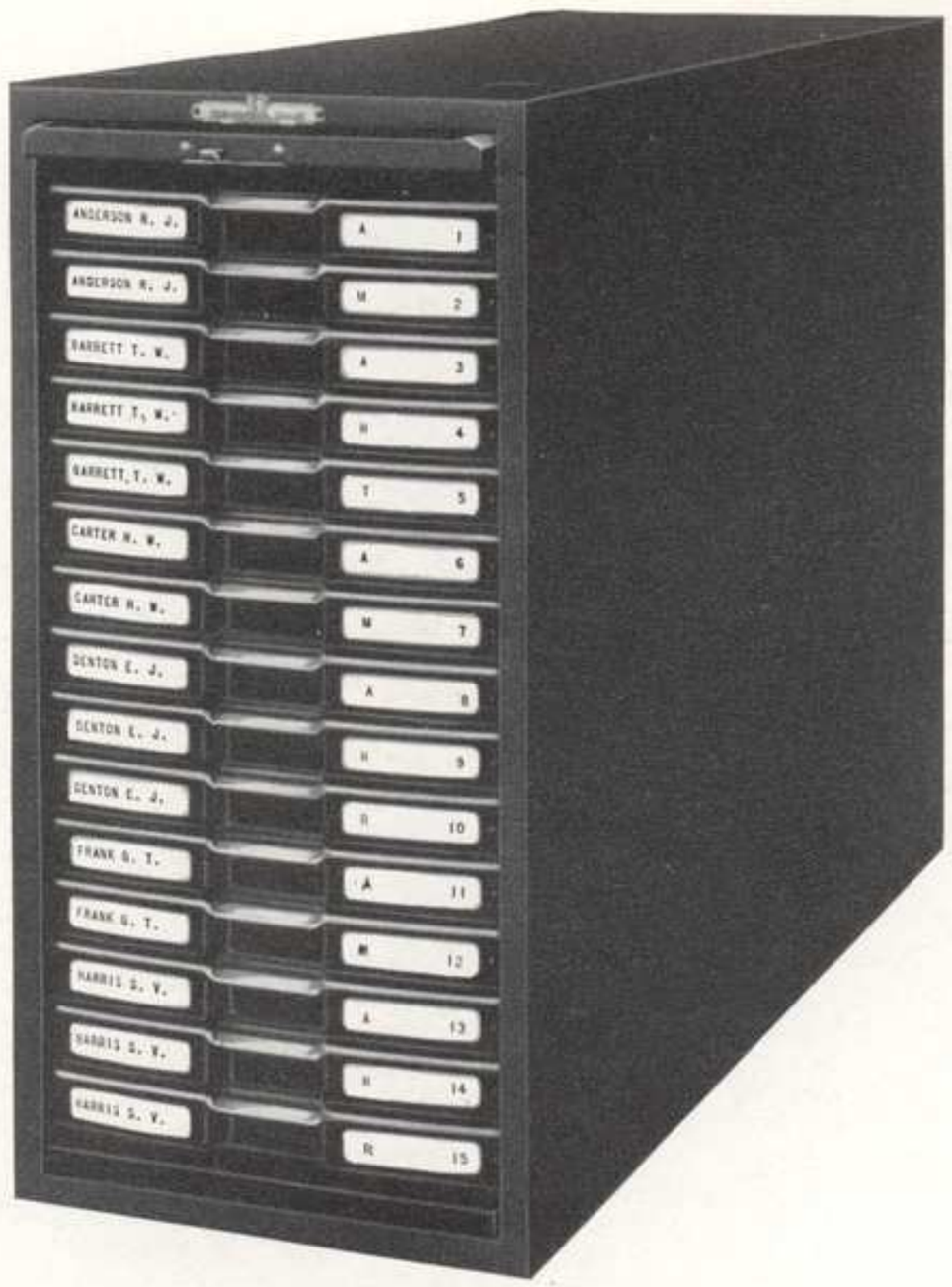
An extension "tail-piece" effectively stops a withdrawn slide and prevents all accidental falls. It permits tilting to any convenient angle for entry making or for reference. Complete removal for desk use is an easy matter, however, and return of a slide involves only pushing it in place.

Kardex slides are equipped at the front with an adjustable "bottom stop." Slipping this out releases the pockets so that they may be readily interchanged. Pushing it in locks all the pockets in position so that they cannot shift in the slide.



The first act of reference is selection of the proper slide. Generous space is provided for indexing and signalling slides. The pulling grip is conveniently placed.

THE KARDEX CABINET



THIS is the Kardex cabinet. It is made of steel, has all the strength and compactness of steel, and is so formed and welded that it takes on the stability of one-piece construction. The cabinet is angle reinforced between slides and at the top and bottom. The sides have double walls.

Finishes on standard models are olive green, walnut and mahogany; on newer models, a krinkle black. Locks, controlling all slides, are optional. Older model cabinets have a standard outside depth of twenty-four inches. Newer models are three inches deeper. The height, naturally, depends on the height and number of slides, the width on size of form.

Kardex cabinets embody the unit principle. It is not necessary to anticipate requirements. An installation may start with a single cabinet and expansion means only placing others at its side.

Side by side Kardex cabinets may be aligned to form a compact, business-like battery. This flexibility permits arrangement to suit both space and working conditions.

KARDEX IN ITS NEWEST, FINEST FORM

8 x 5, 8 x 6, 8 x 7, 8 x 8

KRINKLE BLACK WITH CHROMIUM TRIM

THE new Kardex cabinet represents a notable advancement in construction, operation and appearance.

The finish is striking, attractive. It is "krinkle black." Chromium plated label holders, large in size and easy to work with, provide an arresting contrast with the sleek coat of the cabinet itself. Rounded slide fronts contribute an effect of substantial elegance.

The Safety Door is a welcome innovation. Automatically locking when lowered from its convenient housing, it offers security against dust and the unwanted reference of the curious. The outer edges have an attractive beveled trim of chromium.

Capacity has been greatly increased. These new cabinets are 27 inches deep, outside; and a new "telescoping tailpiece" gives even added length inside. A sixteen tray section holds 1264 quarter inch exposure pockets, the same as twenty tray cabinets of older design.

New Kardex cabinets are available for cards eight inches wide. Safety Door models have either six or fifteen slides. Cabinets, without doors, have seven or sixteen slides. The smaller cabinet is half the height of the larger, and an installation may be built up of compact units, all presenting an even top level.

The slide suspension within the cabinet consists of a right and left series of angles formed

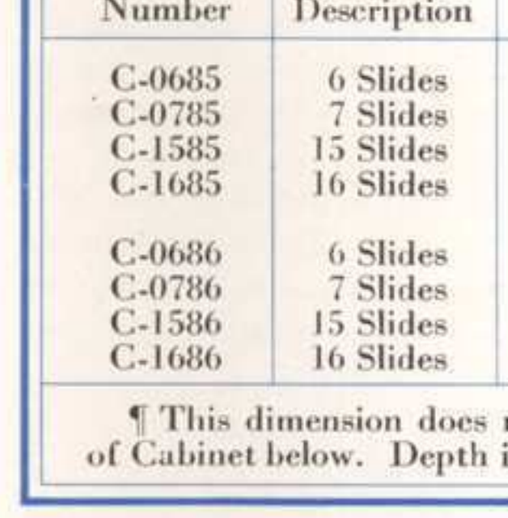
from four heavy vertical uprights.

In the new Kardex cabinet an "extension tailpiece" permits a slide to be withdrawn four inches beyond the fronts of adjacent ones, thus allowing the pockets to fall backward into a convenient working position. An extension posting shelf at the bottom of the cabinet provides a stable rest at the lowered end, adjustable to any angle.

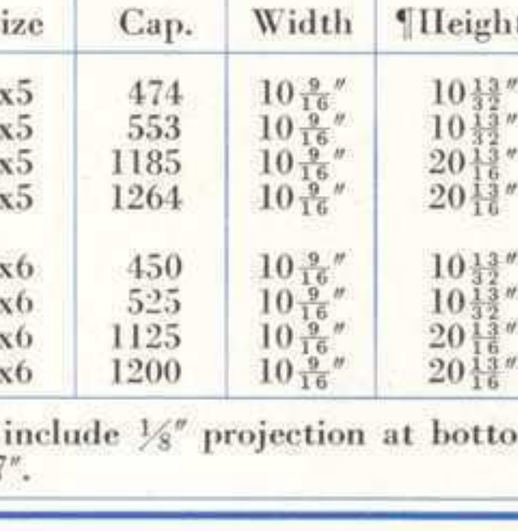
Slide capacity is variable over a range of four pocket heights. The "bottom stop" releases at a finger touch and "takes up the slack" when pockets are removed. Shifting of pockets is always a simple, easy process.

CABINETS		POCKETS		OVERALL DIMENSIONS		CABINETS		POCKETS		OVERALL DIMENSIONS	
Catalog Number	Description	Size	Cap.	Width	¶Height	Catalog Number	Description	Size	Cap.	Width	¶Height
C-0685	6 Slides	8x5	474	$10\frac{9}{16}$"	$10\frac{13}{32}$"	C-0687	6 Slides	8x7	426	$10\frac{9}{16}$"	$10\frac{13}{32}$"
C-0785	7 Slides	8x5	553	$10\frac{9}{16}$"	$10\frac{13}{32}$"	C-0787	7 Slides	8x7	497	$10\frac{9}{16}$"	$10\frac{13}{32}$"
C-1585	15 Slides	8x5	1185	$10\frac{9}{16}$"	$20\frac{13}{16}$"	C-1587	15 Slides	8x7	1065	$10\frac{9}{16}$"	$20\frac{13}{16}$"
C-1685	16 Slides	8x5	1264	$10\frac{9}{16}$"	$20\frac{13}{16}$"	C-1687	16 Slides	8x7	1136	$10\frac{9}{16}$	$20\frac{13}{16}$"
C-0686	6 Slides	8x6	450	$10\frac{9}{16}$"	$10\frac{13}{32}$"	C-0688	6 Slides	8x8	402	$10\frac{9}{16}$"	$10\frac{13}{32}$"
C-0786	7 Slides	8x6	525	$10\frac{9}{16}$"	$10\frac{13}{32}$"	C-0788	7 Slides	8x8	469	$10\frac{9}{16}$"	$10\frac{13}{32}$"
C-1586	15 Slides	8x6	1125	$10\frac{9}{16}$"	$20\frac{13}{16}$"	C-1588	15 Slides	8x8	1005	$10\frac{9}{16}$"	$20\frac{13}{16}$"
C-1686	16 Slides	8x6	1200	$10\frac{9}{16}$"	$20\frac{13}{16}$"	C-1688	16 Slides	8x8	1072	$10\frac{9}{16}$"	$20\frac{13}{16}$"

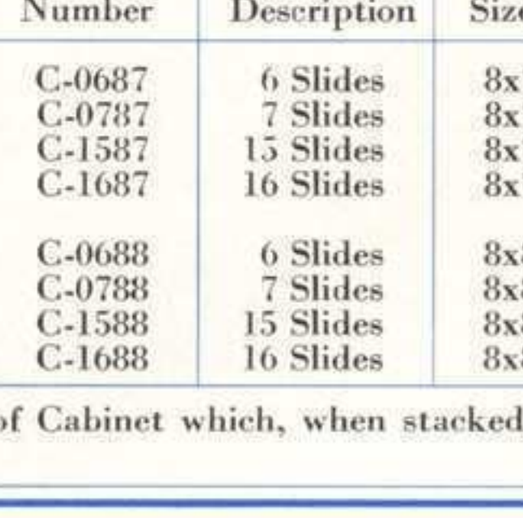
¶ This dimension does not include $\frac{1}{8}$" projection at bottom of Cabinet which, when stacked, engages in depression at top of Cabinet below. Depth is 27".



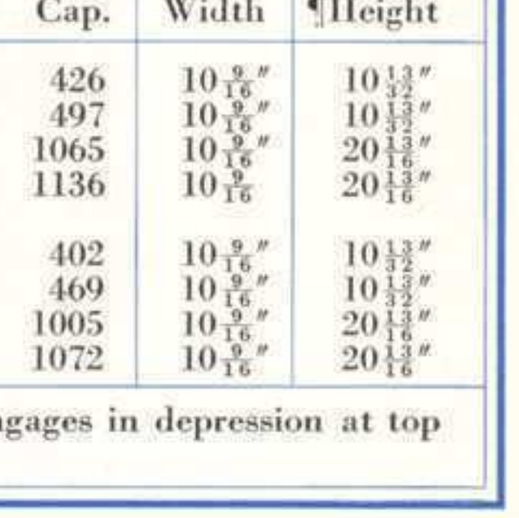
The Safety Door is an attractive addition for the sake of security and protection against dust.



Using one finger, you can easily pull out or push in the slides. There is almost no resistance. Modern Kardex slides are very smooth in operation.



The "layback" of the pockets produces great posting speed and comfort. Notations on the forms on the backs of pockets are specially convenient.

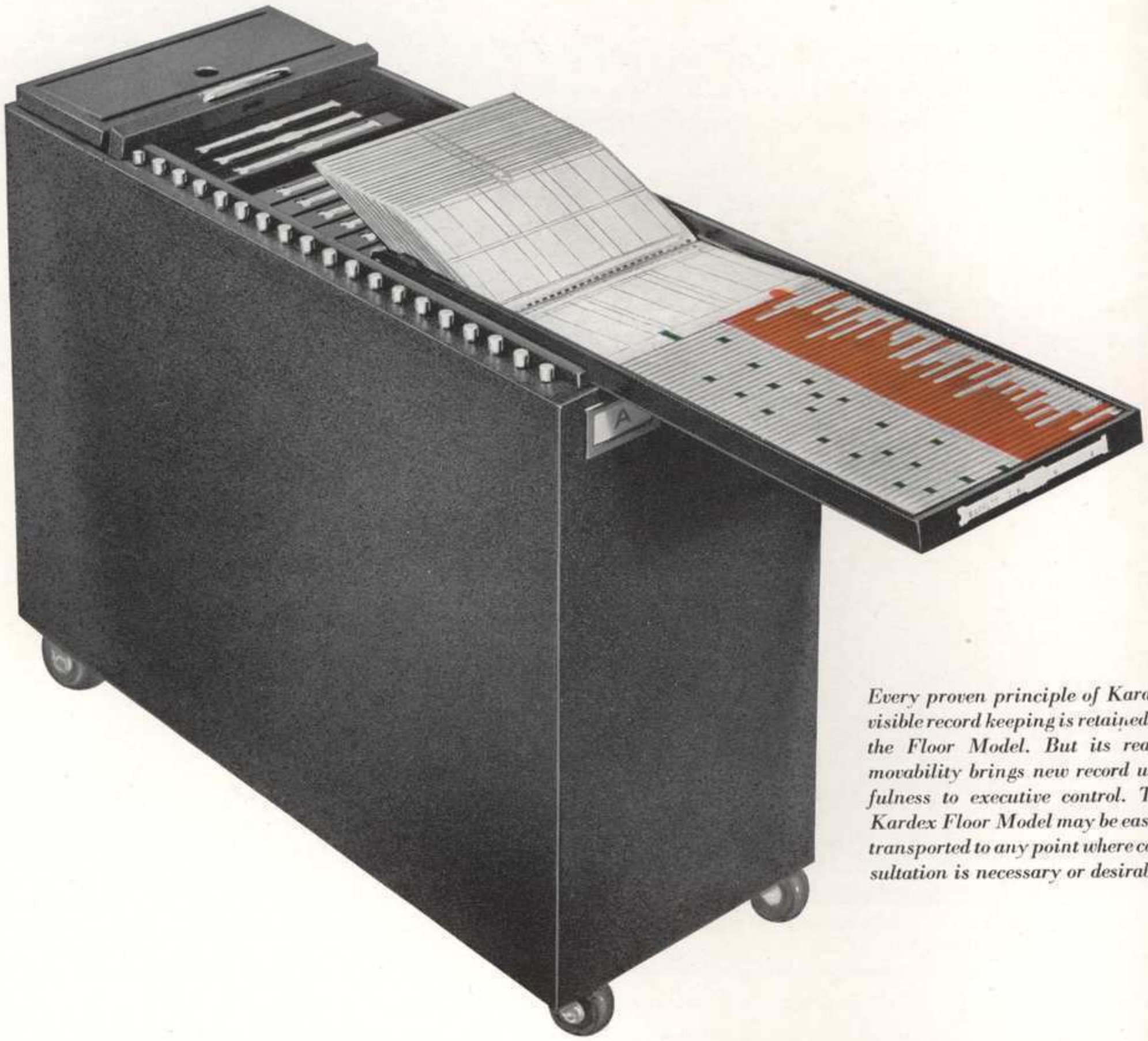


Modern Kardex slides are easily removed or replaced. Note also the sound-proofing material which makes Modern Kardex noiseless in operation.

KARDEX FLOOR MODEL

8x5, 8x6, 8x7, 8x8

KRINKLE BLACK WITH CHROMIUM TRIM



Every proven principle of Kardex visible record keeping is retained in the Floor Model. But its ready movability brings new record usefulness to executive control. The Kardex Floor Model may be easily transported to any point where consultation is necessary or desirable.

HERE are new convenience and new accessibility for visible records. Kardex Floor Model units are easily moved about. An executive may have them brought to his desk or to a conference room. Clerk after clerk may work with them progressively. Night transfer to distant vaults is wholly feasible. Shifting to out of the way areas is practical when continuous reference is not required.

Each Kardex Floor Model unit holds nineteen Kardex "slides." A turn of the key frees the cover for opening and one quick movement drops it into a handy compartment at the rear. The slide ends are then exposed for immediate selection of the one you wish to use. Light pressure on the ejector button raises it, slanted forward for easy adjustment to the most convenient working position along the unit's top. There are no useless preliminaries, no complicated mechanisms to manipulate.

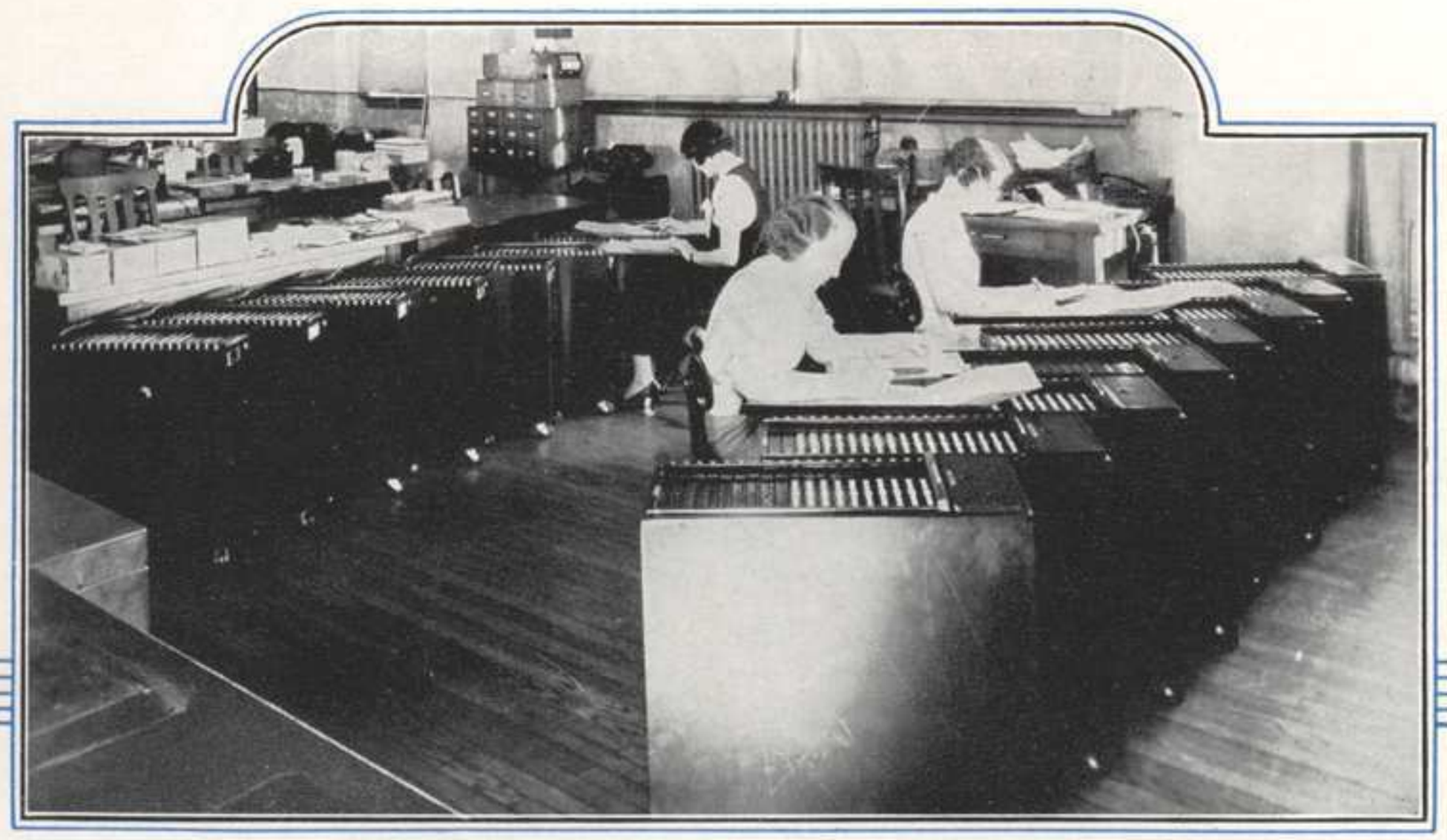
When you have finished with a slide, it drops smoothly back into its compartment, guided by rubber rollers and completely cushioned in its fall by the ejector spring.

Each unit is fitted with an accessory tray at the rear. Each moves on four ball-bearing swivel casters. Each is equipped with a Yale paracentric lock. The finish is "krinkle black" with chromium plated hardware. A new adjustable toggle "bottom stop" is slotted to allow addition or elimina-

tion of pockets over a space measuring 2¼ inches per slide.

Kardex Floor Model units are available for forms measuring eight inches wide—five, six, seven or eight inches high. They may be operated singly or in "battery" formation, and are adaptable for an individual's or a department's needs.

Each unit measures $11\frac{11}{16}$" wide, $27\frac{3}{4}$" high, $28\frac{21}{32}$" deep. Pocket sizes are furnished as specified.



This staggered formation has proved effective in a large installation of visible Stock Control.

Catalog Number	POCKETS		POCKET CAPACITY	
	Size	Exp.	Per Slide	Per Unit
VC8519	8x5	¼"	66	1254
VC85319	8x5	$\frac{9}{32}$"	58	1102
VC8619	8x6	¼"	62	1178
VC86319	8x6	$\frac{9}{32}$"	55	1045
VC8719	8x7	¼"	58	1102
VC87319	8x7	$\frac{9}{32}$"	51	969
VC8819	8x8	¼"	54	1026
VC88319	8x8	$\frac{9}{32}$"	48	912

Light pressure on the ejector button raises the slide for quick adjustment to the posting position.

The working position of the slide is flat—along the unit's top. But it may be fitted to the user's preference.

"A" SERIES KARDEX CABINETS

5 x 3 OLIVE GREEN, MAHOGANY and WALNUT

A5307
Cap.
497

A5314
Cap.
994

A5322
Cap.
1562

FOUR slide capacities are available, each standard in an "exposure" of visible edges of a quarter inch. Because of the reduced height of forms and the consequent reduction of the factor of "build-up," 5x3 slides provide extraordinary pocket capacities. Seventy separate records are presented for simultaneous review in slides of this form dimension. The exercise of "control" is thus greatly speeded up.

Kardex finishes include olive green, long considered appropriate for introduction amid any office surroundings. Our walnut and mahogany finishes are faithful reproductions of natural grainings.

A Series — 5 x 3

Catalog Number	Description	Pocket Capacity	DIMENSIONS	
			Wide	High
A5307	7 slides	497	7⅛	7⅛
A5314	14 slides	994	7⅛	12½
A5322	22 slides	1562	7⅛	18⅝
A5333	33 slides	2343	7⅛	27⅛

Height shown is body size, not including corner tops, which add ⅛". Depth is 24".

6 x 4 OLIVE GREEN, MAHOGANY and WALNUT

"B" and "C" SERIES KARDEX CABINETS

B6422
Cap.
1474

B6415
Cap.
1005

B6408
Cap.
536

Catalog Number	Description	Pocket Exposure	Pocket Capacity	Dimensions	
				Wide	High
B Series — 6 x 4					
B6408	8 slides	1/4"	536	8 1/8	8 13/16
B6415	15 slides	1/4"	1005	8 1/8	15 1/16
B6422	22 slides	1/4"	1474	8 1/8	21 3/8
B64608	8 slides	5/16"	424	8 1/8	8 13/16
B64615	15 slides	5/16"	795	8 1/8	15 1/16
B64622	22 slides	5/16"	1166	8 1/8	21 3/8
C Series — 6 x 4					
C6405	5 slides	1/4"	335	8 1/8	7 3/8
C6410	10 slides	1/4"	670	8 1/8	13 3/16
C6415	15 slides	1/4"	1005	8 1/8	19
C6420	20 slides	1/4"	1340	8 1/8	24 7/8

Height shown is body size, not including corner tops, which add 1/8". Depth is 24".

Two provisions are made in this size to care for "build-up." One permits a choice between two slide depths, the B and C series, the C slide depth offering a wider opportunity to work out combinations of folding and over-riding cards. The other is a listing of pocket equipment in the 5/16th inch "exposure." This alternative reduces capacity slightly.

Thus it becomes practical, in the 6 x 4 in. size, as in larger sizes, to maintain two or more related records, on two or more forms, in the same pocket. In this respect the Kardex visible record has exclusive advantages.

"B" "C" and "D" SERIES KARDEX CABINETS

8x5, 8x6, 8x7, 8x8, 8x9, 8x10

OLIVE GREEN, MAHOGANY and WALNUT

6 slides, $9\frac{3}{16}$" high

12 slides, $16\frac{5}{16}$" high

20 slides, $25\frac{1}{4}$" high

Catalog Number	Description	Standard Pocket	Pocket Exposure	Pocket Capacity	DIMENSIONS Wide	DIMENSIONS High
B Series — 8 x 5						
B8508	8 slides	8x5	$\frac{3}{32}$"	448	$10\frac{5}{8}$	$9\frac{3}{16}$
B8516	16 slides	8x5	$\frac{3}{32}$"	896	$10\frac{5}{8}$	$16\frac{5}{16}$
B8526	26 slides	8x5	$\frac{3}{32}$"	1456	$10\frac{5}{8}$	$25\frac{1}{4}$
C Series — 8 x 5, 8 x 6, 8 x 7, 8 x 8						
C8506	6 slides	8x5	$\frac{1}{4}$"	378	$10\frac{5}{8}$	$9\frac{3}{16}$
C8512	12 slides	8x5	$\frac{1}{4}$"	756	$10\frac{5}{8}$	$16\frac{5}{16}$
C8516	16 slides	8x5	$\frac{1}{4}$"	1008	$10\frac{5}{8}$	$20\frac{5}{8}$
C8520	20 slides	8x5	$\frac{1}{4}$"	1260	$10\frac{5}{8}$	$25\frac{1}{4}$
C85406	6 slides	8x5	$\frac{3}{8}$"	252	$10\frac{5}{8}$	$9\frac{3}{16}$
C85412	12 slides	8x5	$\frac{3}{8}$"	504	$10\frac{5}{8}$	$16\frac{5}{16}$
C85420	20 slides	8x5	$\frac{3}{8}$"	840	$10\frac{5}{8}$	$25\frac{1}{4}$
C8606	6 slides	8x6	$\frac{1}{4}$"	354	$10\frac{5}{8}$	$9\frac{3}{16}$
C8612	12 slides	8x6	$\frac{1}{4}$"	708	$10\frac{5}{8}$	$16\frac{5}{16}$
C8616	16 slides	8x6	$\frac{1}{4}$"	944	$10\frac{5}{8}$	$20\frac{5}{8}$
C8620	20 slides	8x6	$\frac{1}{4}$"	1180	$10\frac{5}{8}$	$25\frac{1}{4}$
C86406	6 slides	8x6	$\frac{3}{8}$"	234	$10\frac{5}{8}$	$9\frac{3}{16}$
C86412	12 slides	8x6	$\frac{3}{8}$"	468	$10\frac{5}{8}$	$16\frac{5}{16}$
C86420	20 slides	8x6	$\frac{3}{8}$"	780	$10\frac{5}{8}$	$25\frac{1}{4}$
C8706	6 slides	8x7	$\frac{1}{4}$"	330	$10\frac{5}{8}$	$9\frac{3}{16}$
C8712	12 slides	8x7	$\frac{1}{4}$"	660	$10\frac{5}{8}$	$16\frac{5}{16}$
C8716	16 slides	8x7	$\frac{1}{4}$"	880	$10\frac{5}{8}$	$20\frac{5}{8}$
C8720	20 slides	8x7	$\frac{1}{4}$"	1100	$10\frac{5}{8}$	$25\frac{1}{4}$
C87406	6 slides	8x7	$\frac{3}{8}$"	216	$10\frac{5}{8}$	$9\frac{3}{16}$
C87412	12 slides	8x7	$\frac{3}{8}$"	432	$10\frac{5}{8}$	$16\frac{5}{16}$
C87420	20 slides	8x7	$\frac{3}{8}$"	720	$10\frac{5}{8}$	$25\frac{1}{4}$
C8806	6 slides	8x8	$\frac{1}{4}$"	306	$10\frac{5}{8}$	$9\frac{3}{16}$
C8812	12 slides	8x8	$\frac{1}{4}$"	612	$10\frac{5}{8}$	$16\frac{5}{16}$
C8816	16 slides	8x8	$\frac{1}{4}$"	816	$10\frac{5}{8}$	$20\frac{5}{8}$
C8820	20 slides	8x8	$\frac{1}{4}$"	1020	$10\frac{5}{8}$	$25\frac{1}{4}$
C88406	6 slides	8x8	$\frac{3}{8}$"	204	$10\frac{5}{8}$	$9\frac{3}{16}$
C88412	12 slides	8x8	$\frac{3}{8}$"	408	$10\frac{5}{8}$	$16\frac{5}{16}$
C88420	20 slides	8x8	$\frac{3}{8}$"	680	$10\frac{5}{8}$	$25\frac{1}{4}$
C and D Series—8 x 5 with Dual Pockets						
C8506D	6 slides	8x5	$\frac{1}{4}$"	756	$10\frac{5}{8}$	$9\frac{3}{16}$
C8512D	12 slides	8x5	$\frac{1}{4}$"	1512	$10\frac{5}{8}$	$16\frac{5}{16}$
C8520D	20 slides	8x5	$\frac{1}{4}$"	2520	$10\frac{5}{8}$	$25\frac{1}{4}$
D8509D	9 slides	8x5	$\frac{1}{4}$"	1134	$10\frac{5}{8}$	$16\frac{5}{16}$
D Series — 8 x 5, 8 x 6, 8 x 7, 8 x 8, 8 x 9, 8 x 10						
D8509	9 slides	8x5	$\frac{1}{4}$"	567	$10\frac{5}{8}$	$16\frac{5}{16}$
D8609	9 slides	8x6	$\frac{1}{4}$"	531	$10\frac{5}{8}$	$16\frac{5}{16}$
D8709	9 slides	8x7	$\frac{1}{4}$"	495	$10\frac{5}{8}$	$16\frac{5}{16}$
D8809	9 slides	8x8	$\frac{1}{4}$"	459	$10\frac{5}{8}$	$16\frac{5}{16}$
D8909	9 slides	8x9	$\frac{1}{4}$"	423	$10\frac{5}{8}$	$16\frac{5}{16}$
D8109	9 slides	8x10	$\frac{1}{4}$"	387	$10\frac{5}{8}$	$16\frac{5}{16}$

Height shown is body size, not including corner tops, which add $\frac{1}{8}$". Depth is 24".

10x5, 10x6, 10x7, 10x8, 10x9, 10x10
11x5, 11x6, 11x7, 11x8, 11x9
OLIVE GREEN, MAHOGANY and WALNUT

"C" and "D" SERIES KARDEX CABINETS

16 slides, 20⅝" high

9 slides, 16¼" high

HERE is Kardex in the large form sizes. These cabinets are all standard, available for immediate delivery. In that respect Kardex visible record keeping possesses an advantage over other forms of "housing." It is practical to utilize equipment which, in many other types of records, would be considered "off-size" or "non-standard." This procedure does not entail the manufacture of special cabinets, forms, or pockets. But it often permits a more precise fitting to your needs. Two slide depths offer two "build-up" choices.

C Series — 10 x 5, 10 x 6, 10 x 7, 10 x 8, 11 x 5, 11 x 6, 11 x 7, 11 x 8

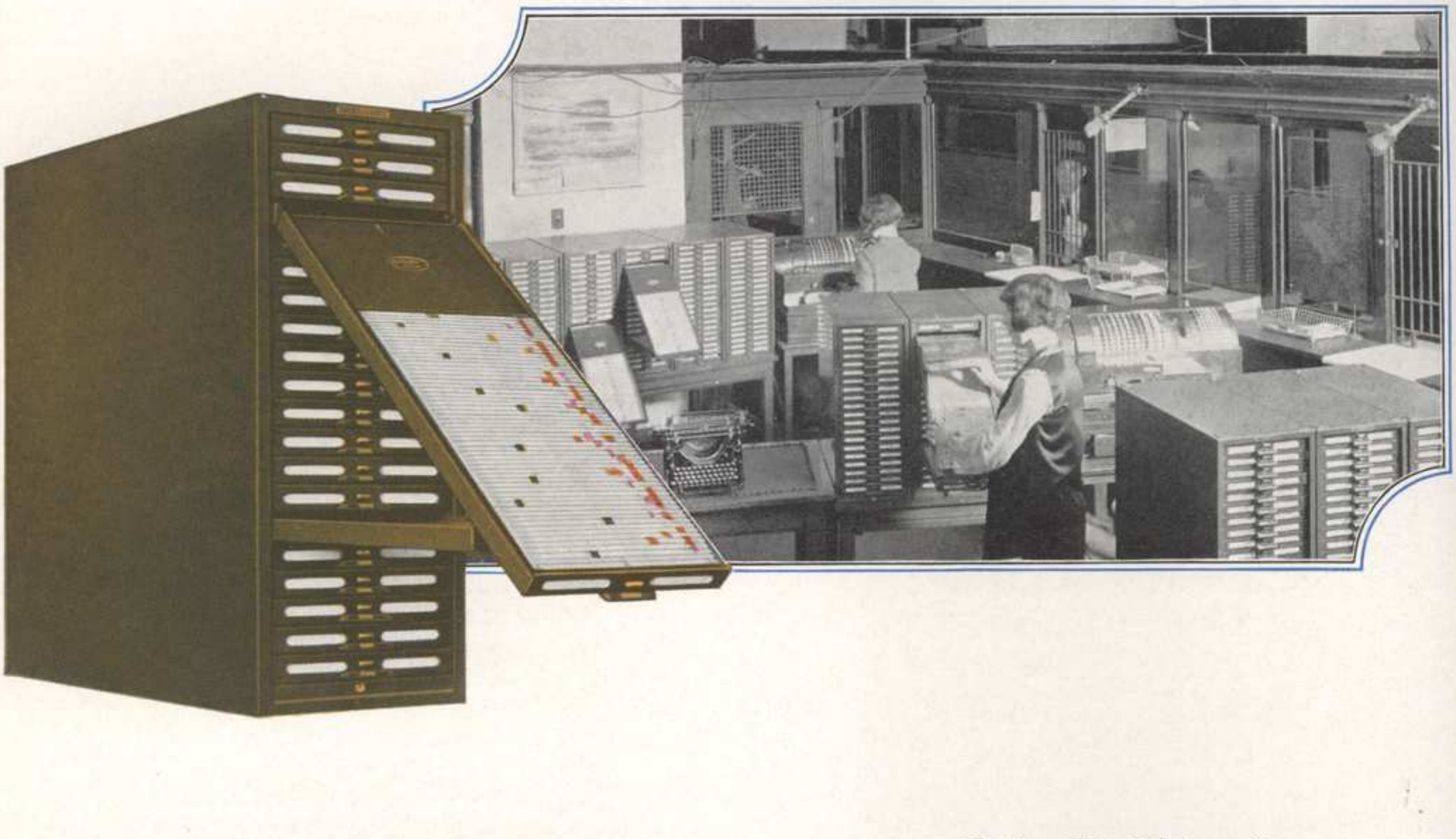
Catalog Number	Description	Standard Pocket	Pocket Capacity	Wide
C10516	16 slides	10x5	880	12¾
C10616	16 slides	10x6	816	12¾
C10716	16 slides	10x7	768	12¾
C10816	16 slides	10x8	672	12¾
C11516	16 slides	11x5	880	13⅞
C11616	16 slides	11x6	816	13⅞
C11716	16 slides	11x7	768	13⅞
C11816	16 slides	11x8	672	13⅞

D Series — 10 x 6, 10 x 7, 10 x 8, 10 x 9, 10 x 10, 11 x 6, 11 x 7, 11 x 8, 11 x 9

Catalog Number	Description	Standard Pocket	Pocket Capacity	Wide
D1069	9 slides	10x6	504	12¾
D1079	9 slides	10x7	468	12¾
D1089	9 slides	10x8	432	12¾
D1099	9 slides	10x9	396	12¾
D10109	9 slides	10x10	360	12¾
D1169	9 slides	11x6	504	13⅞
D1179	9 slides	11x7	468	13⅞
D1189	9 slides	11x8	432	13⅞
D1199	9 slides	11x9	396	13⅞

Height shown is body size, not including corner tops, which add ⅛". Depth is 24".

KARDEX MACHINE POSTING CABINETS



THESE cabinets have been specially designed for use with bookkeeping machines which require the removal of a ledger form for entry of amounts. In pocket size they conform with the specialized needs of these machines. In pocket formation they are made to facilitate the in and out movement of the ledger cards.

Two slide capacities are available. One contemplates the filing of forms on both sides of the pockets. The other is designed for cards on one side only.

But Kardex speed of reference thus becomes adapted to conditions when it is necessary for a clerk to turn from a cage or wicket, locate the proper ledger form, insert it in the machine with the customer's passbook, and make the posting before the customer leaves.

This contribution to customer service is responsible for the wide use of these cabinets in the savings departments of banks and for retail installment accounts. Both applications permit wide use of Kardex signal control.

8⅛ x 5, 8⅛ x 6

OLIVE GREEN, MAHOGANY and WALNUT

Machine Posting Cabinets

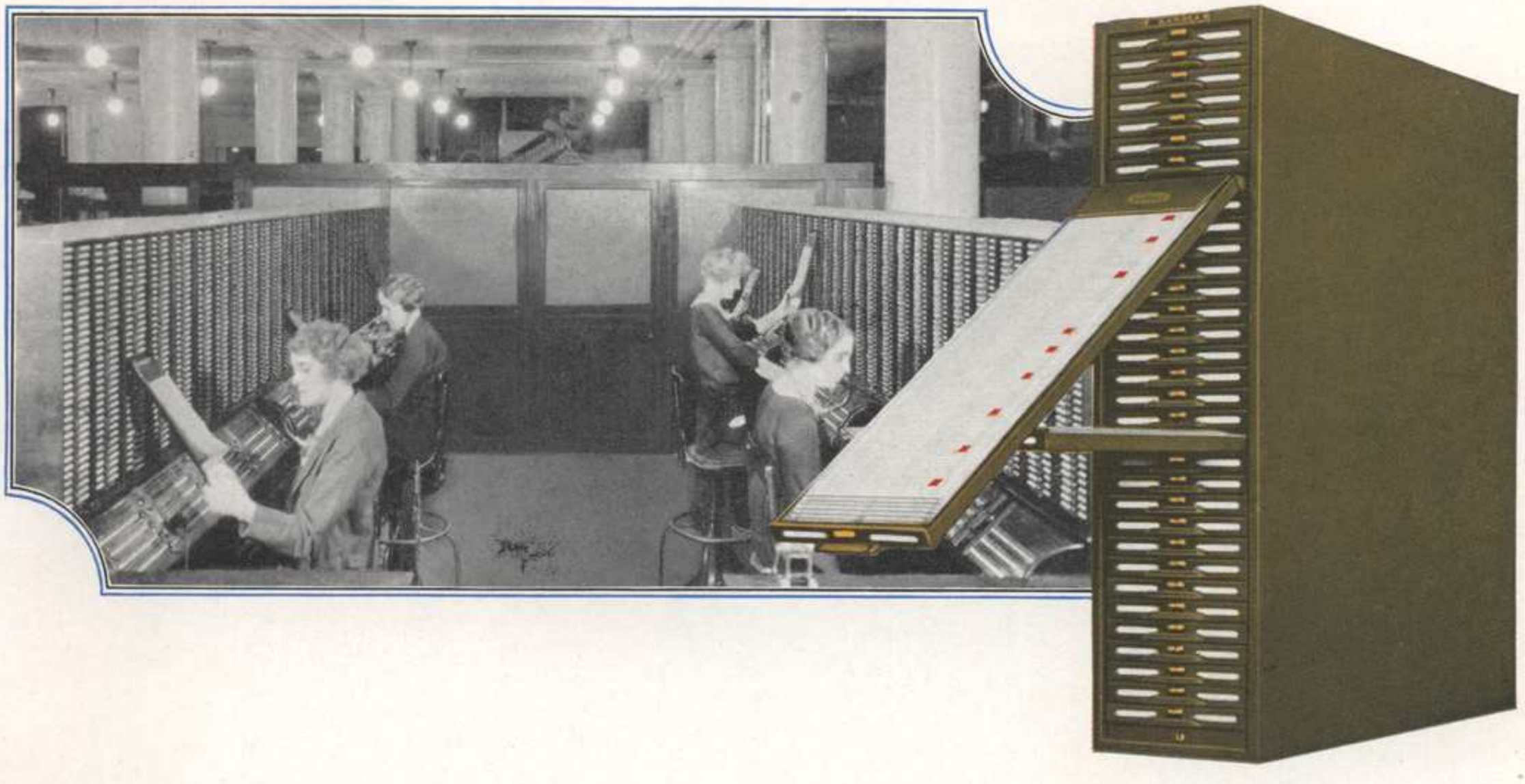
Catalog Number	Description	Standard Pocket	Pocket Exposure	Card Capacity	DIM. W.	DIM. ¶H.
D81510	10 slides	8⅛x5	9/32 +	1000	10 29/32	17 15/16
D81610	10 slides	8⅛x6	9/32 —	1000	10 29/32	17 15/16
C81520	20 slides	8⅛x5	9/32 +	1000	10 29/32	25¼
C81620	20 slides	8⅛x6	9/32 —	1000	10 29/32	25¼

¶Dimensions shown are body size, not including corner tips which add ⅛".

Note: The pockets in the ten-slide unit will be equipped with tips turned in on both sides, so that master cards can be accommodated on both sides of the pockets in this unit. The pockets in the twenty-slide cabinet will be equipped with tips turned in on one side only so that each unit will have a total card capacity of 1,000 cards.

These cabinets are semi-special, and are furnished only from our factory—Tonawanda, N. Y.

KARDEX CREDIT AUTHORIZATION CABINETS



5 x 1¾

OLIVE GREEN, MAHOGANY and WALNUT

Credit Authorization Cabinets

Catalog Number	Description	Pocket Exposure	Pocket Capacity	DIM. W.	DIM. ¶H.
A513407	7 slides	3/16¶¶	700	7 1/8	7 1/8
A513414	14 slides	3/16¶¶	1400	7 1/8	12 1/2
A513422	22 slides	3/16¶¶	2200	7 1/8	18 5/8
A513433	33 slides	3/16¶¶	3300	7 1/8	27 1/8

These cabinets are semi-special, and are furnished only from our factory—Tonawanda, N. Y.

¶Dimensions shown are body size, not including corner tops, which add 1/8".

¶¶Exposure slightly less than 3/16" to give capacity of 100 pockets per slide.

THIS cabinet was developed for forms that offer a middle point between "reference" and "record" equipment. They are small in size, measuring five inches wide, 1¾ inches high.

This compactness adapts this cabinet to briefing the credit history of customers of retail stores and of those wholesalers who find it necessary to check each order for credit extension before delivery is made. Presented for 100 names in each slide, the facts about a large number of customers may be concentrated within a small area.

As many as 20,000 account records may thus be brought within the convenient reach of a single authorizer. To pass a charge, she merely pulls a slide, points to the proper card and pushes the slide in place again—three motions to complete her reference.

Such speed naturally means a high degree of customer service and an inevitable conservation of selling time. It is made possible by the ability of Kardex signalling to reveal instantly the condition of any account examined.

KARDEX STEEL TABLES

TABLES for support of both models of Kardex cabinets, the old and the new, are listed here. The former is available in a finish of olive green, walnut or mahogany and the latter only in "krinkle black."

These tables are made of furniture steel. A deep apron is placed beneath the tops, adding to strength and appearance. A sliding reference shelf is built flush with this apron to provide working space and to support the slides as they are withdrawn from cabinets.

As specified, these tables may be equipped with a drop leaf which, when open, extends flush with the top of the table. It runs the full width of the table and so forms a continuous shelf along a battery. At the end of the day the drop leaves may be hung downward out of the way.

Rubber mats are available to provide a stable rest for the cabinets and to protect the table tops. A ¼″ built-in upright is placed at the back edge of the table tops to prevent cabinets from being pushed off accidentally and to assure a neat, workmanlike alignment. There need never be occasions when a battery presents anything but a trim, attractive appearance.

Kardex tables are furnished with 3″ casters. They are of the swivel type, on ball-bearing stems, which permit easy transfer about an office. The laminated wheels will not damage the finest rugs or floors. It should be noted, however, that the casters are for use on those infrequent occasions when a record must be moved. They are not intended to substitute for trucks.

Kardex Steel Tables					Drop Leaves	
Catalog Number	Length	Cabinet Capacity			Cat. No. of Table Equipped with Leaf	Separate Catalog Number
		5x3	6x4	8x5		
9117	17″	2	2	1	.....	.....
9123	23″	3	2	2	91231	1-DL
9134	34″	4	4	3	91342	2-DL
9144	44″	6	5	4	91443	3-DL
9157	57″	7	6	5	91574	4-DL
Finished in olive green, walnut or mahogany. 25″ deep, 28″ high including 3″ caster.						

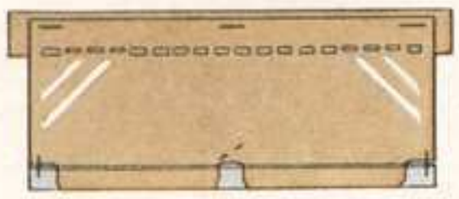
Tables for Modern Kardex Cabinets		
Catalog Number	Capacity 8″ Width Cabinets	Length
91827	1	18″
92327	2	23″
93527	3	35″
94627	4	46″
95627	5	56″
Finished in Black Krinkle. 27″ deep, 28″ high including 3″ caster.		

REVOLVING STANDS FOR KARDEX CABINETS

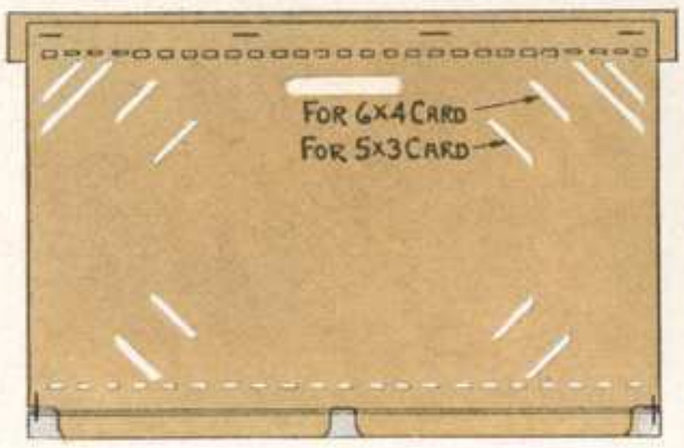
KARDEX Revolving Stands are for desk top use. They are three inches high. Placed beneath a cabinet, they permit reference from any angle, and are particularly useful when it is desired to provide access to the same record by two clerks seated at adjacent desks. They are often built into bank cage equipment to afford signature reference for more than one teller and for both bookkeepers and tellers. They may be mounted on portable bases for ready transportation about an office whenever necessity makes such movement desirable.

Caster Leg Bases				Revolving Stands			
Catalog Number	Capacity	Catalog Number	Capacity	Catalog Number	Capacity	Catalog Number	Capacity
9153	1—5x3	9285.1	2—8x5	9153	One 53 Cabinet	9185	One 85 Cabinet
9253.1	2—5x3	9385.1	3—8x5	9253	Two 53 Cabinets	9285	Two 85 Cabinets
9353.1	3—5x3	91109	1—10x10	9353	Three 53 Cabinets	9385	Three 85 Cabinets
9164	1—6x4	92109.1	2—10x10				
9264.1	2—6x4	91119.1	1—11x9	9164	One 64 Cabinet	91109	One 1010 Cabinet
9364.1	3—6x4	92119.1	2—11x9	9264	Two 64 Cabinets	92109	Two 1010 Cabinets
9185	1—8x5			9364	Three 64 Cabinets		
						91119	One 119 Cabinet
						92119	Two 119 Cabinets

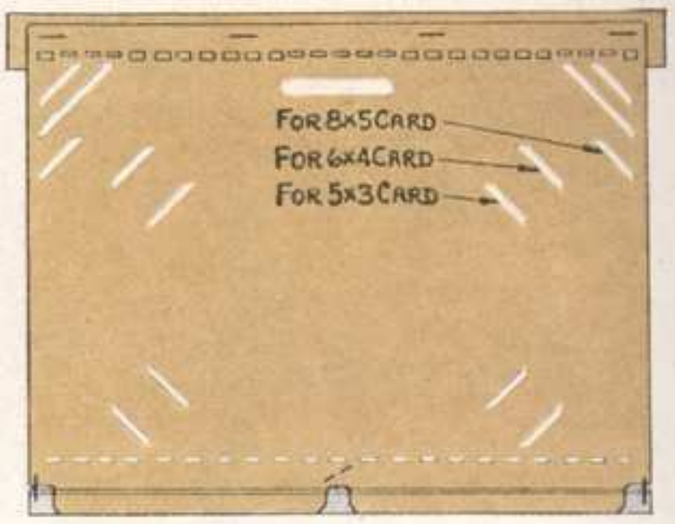
KARDEX POCKETS



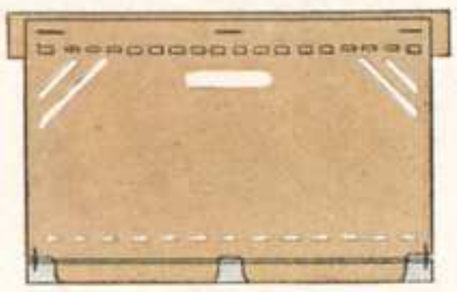
5 x 1 3/4" 3/16" EXPOSURE



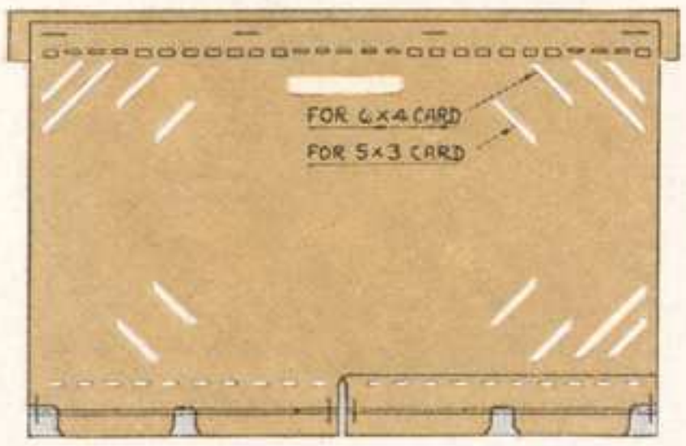
8 x 5 1/4" & 9/32" EXPOSURE



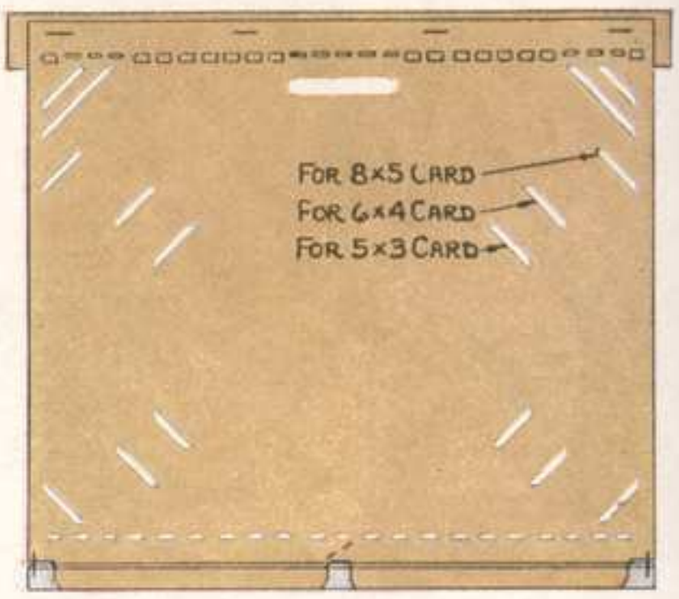
8 x 6 1/4" & 9/32" EXPOSURE



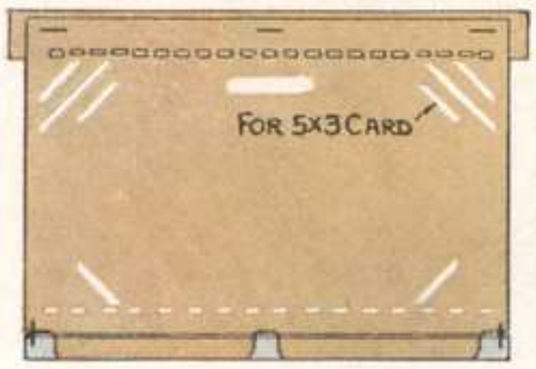
5 x 3 1/4" EXPOSURE



8 x 5 DUPLEX 1/4" EXPOSURE



8x7 - 8x8 - 8x9 - 8x10
1/4" & 9/32" EXPOSURE



6 x 4 1/4" EXPOSURE

KARDEX pockets are made in 72 different styles, a variety which cares for practically any possible requirement. From twenty to a hundred pockets are accommodated in a slide, depending on the size of the form the pocket holds.

The pockets are so positioned that the lower edge of each is exposed. These exposures vary according to the needs of the record—usually 1/4". But 3/16", 9/32", 3/8", 1/2", etc. may be supplied.

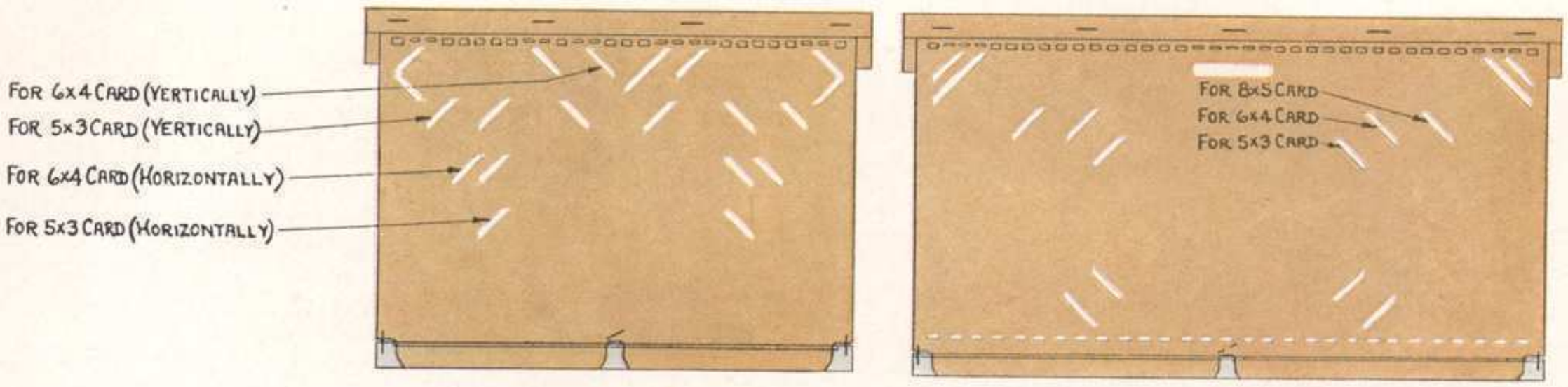
The Kardex pocket is essentially a simple device. It consists of only three major elements—the lug, the visible tip at the bottom, and, between them, the pocket body. Each, however, plays an important role in the operation of a Kardex record. Every die cut is a product of years of experience. Every staple is made in a definite manner and goes in a definite location to accomplish a definite result.

The lug is made of tough jute. It is stitched to the pocket body by four rustless wire staples, their distance from the top of the lug determining the visibility secured—a quarter inch if a quarter inch visibility is desired. The extending ends of the lug engage in flanges at the sides of the slide and hold the pocket in place. They permit a pocket to be flipped to expose a card for reference without removal or change of position.

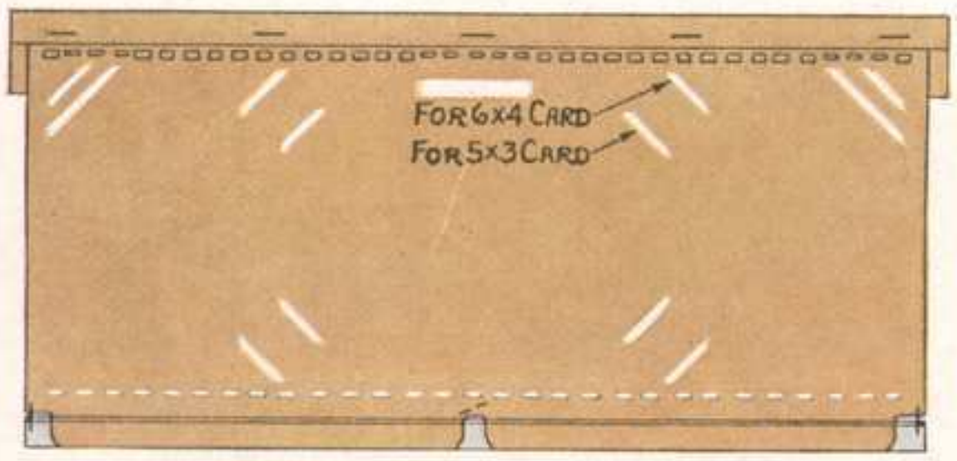
To the lower edge of the pocket body is stitched the transparent tip. The record is inserted between the tip and the pocket body. Only the predetermined "exposure" is visible through this tip, because in indexing position the balance of the card is covered by the pocket above. But the tip effectively protects the exposed indexing edges of the cards from becoming soiled, dog-eared or defaced. It also holds the signals snugly in place.

The pocket body is made of a durable kraft. It is provided with two hinges. The major hinge, near the top of the pocket, consists of a horizontal line of die cuts which permit a pocket to fold back and forth for reference. Its ability to hinge has been tested by bending it mechanically more than a million and a half times, an approxi-

KARDEX POCKETS

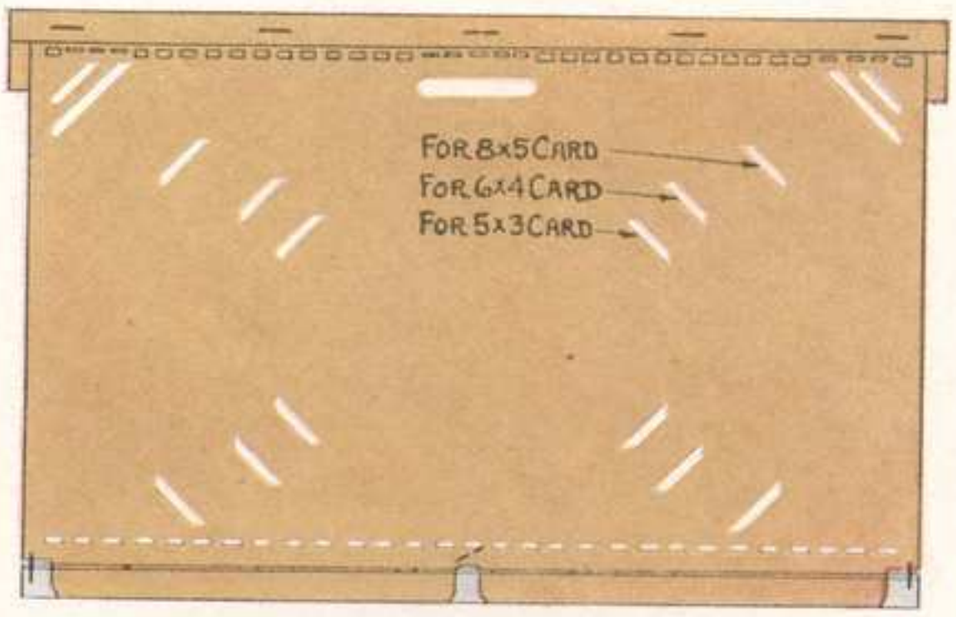


$8\frac{1}{8}$" x 6 MACHINE POSTING
$\frac{9}{32}$" EXPOSURE



10x5 & 11x5 $\frac{1}{4}$" & $\frac{9}{32}$" EXPOSURE

10x6 & 11x6 $\frac{1}{4}$" & $\frac{9}{32}$" EXPOSURE



10x7 - 10x8 - 10x9 - 10x10
11x7 - 11x8 - 11x9
$\frac{1}{4}$" & $\frac{9}{32}$" EXPOSURE

mate life of over forty years of ordinary activity.

The other hinge, toward the bottom, is known as a "reverse" hinge. It consists of a second line of horizontal die cuts which allow the lower $\frac{5}{8}$ths of an inch of the pocket to bend back, permitting reference to the reverse side of a card without need for removing it. This reference is a mere turn of the wrist. It is accomplished with the same ease as consultation of a free card.

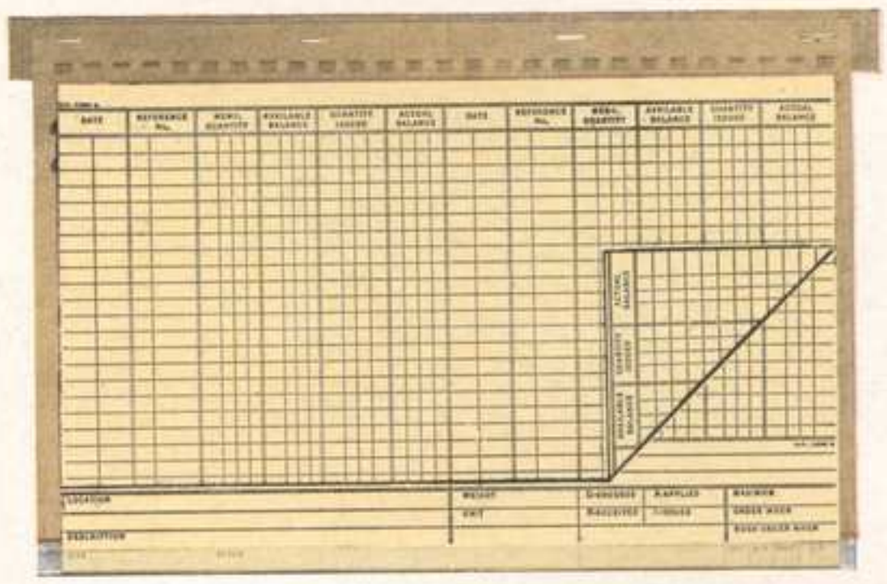
There are two sets of "card locks" in the upper corners of the pocket body. These anchor the forms in place and prevent their "creeping" out of the visible margin. One of these "card locks" holds forms used on the front of a pocket. The other is utilized when a form is also housed on the back. A die cut in the center of the pocket is effectively employed when there is frequent reference to both sides of a form.

Auxiliary "card locks" are so spaced in the pocket body that cards of different dimensions may be used in the same sized pocket. These are supplied in the larger pocket sizes only as no generally standard form is available smaller than the 5x3 record or index card.

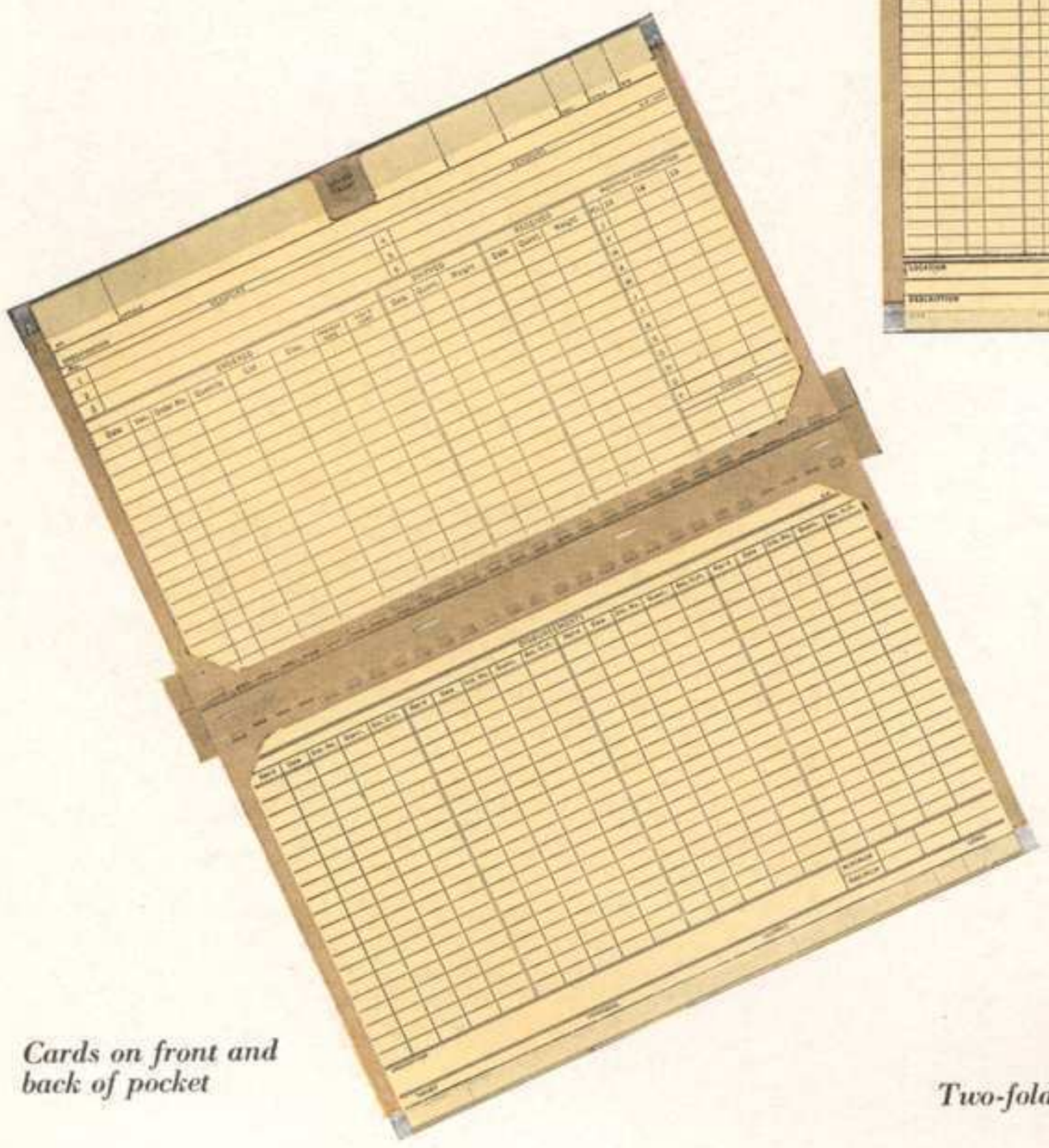
At the center of the bottom of the pocket body is what is known as the "signal die cut," which permits insertion of a "permanent" signal and facilitates the operation of the progressive signal. Similar die cuts at the ends of the bottom aid insertion of signals at these points, prevent the record card from binding here and make it possible for the lower corner stitches to "swing" without buckling because of climatic influences. Thus years of experience contribute to pocket manufacture.

Kardex pockets are basic in Kardex visible record control. They are factors in cleanliness, flexibility of record arrangement, the utilization of variable signalling and economy of operation. Permitting the use of lighter paper stock than other types of housing, they contribute to lowered upkeep costs. Providing a definite location for each record on file, they instantly reveal its loss or absence, and contribute to elimination of errors and waste of working time. Allowing the use of several forms per pocket, they increase record capacity.

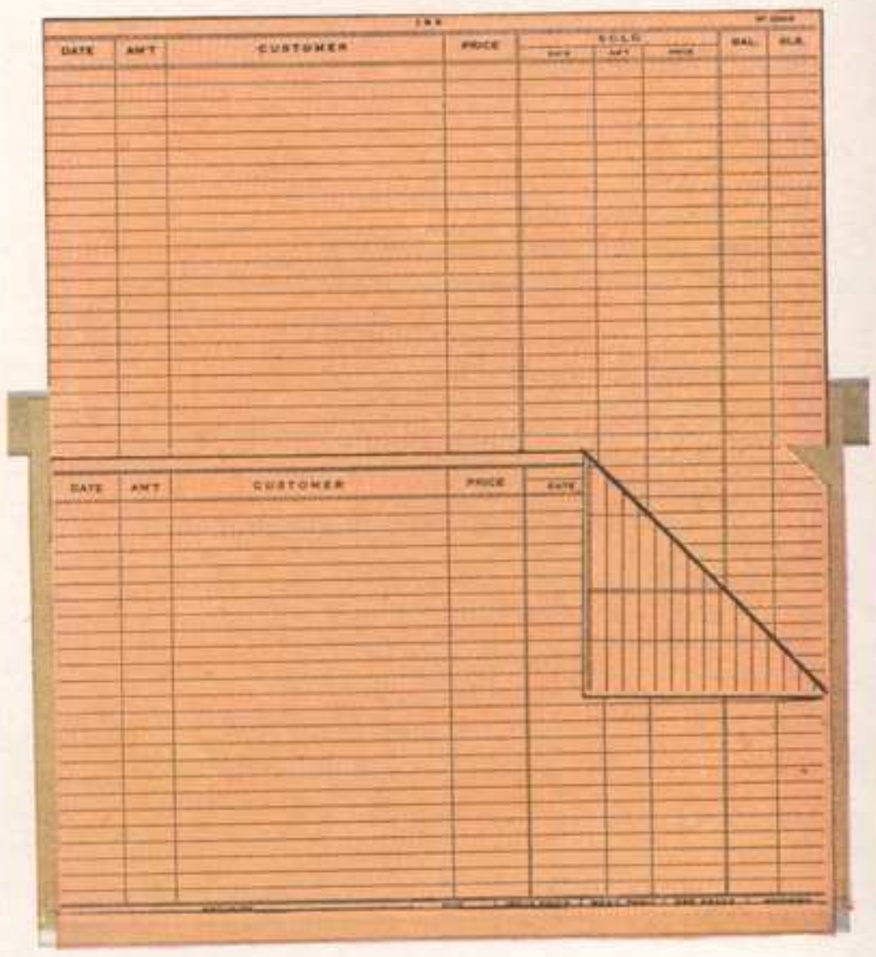
KARDEX FORMS



Foldover Card



Cards on front and back of pocket



Two-fold Card

THE Kardex card may be placed on the back or the front of a pocket or in both positions. If it goes on the back of the pocket, it is cut out at the top-center to provide for insertion around the stitching of the transloid tip. Both types of cards, however, may be furnished with a stub at the bottom to facilitate typing on the extreme lower margin. If a form is indexed on both sides, "tumble heading," two stubs are provided.

Frequently it is desirable to have two cards in a pocket —a master and a work card. The presence or absence of either may then be signalled by providing one of them with a stub folded upward at the front and punched to reveal the form beneath.

Cards may be off-set in a pocket just as they are in a ledger tray. All that is required is a simple die cut at the sides, permitting free movement to the right or left.

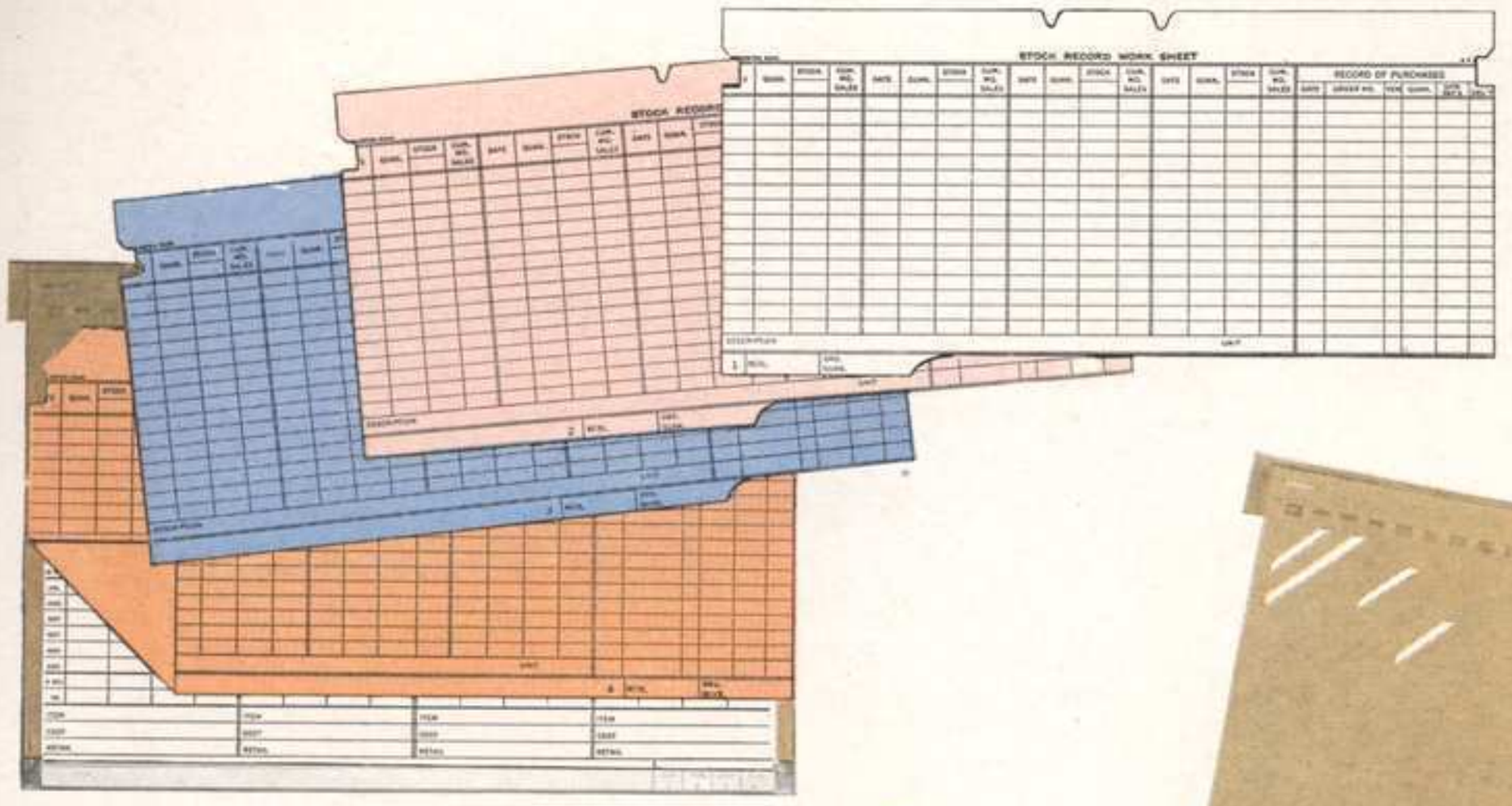
The folded card provides greater posting area and does it while keeping a record *intact* in a single sheet. A two-fold card almost triples the area available for entries. A single-fold card may be creased at either the top or bottom, though care should be taken that the folding portion is shorter than the form itself.

The over-riding card is often used when part of the posted data is of temporary value and may be summarized, as completed, on a master card. The simplest type of over-riding card is the equivalent of a standard size form, an inch of the material folded back for hanging over the top of the master card. When more than one over-riding card is used, it is desirable to have them die cut at the bottom in index tab style.

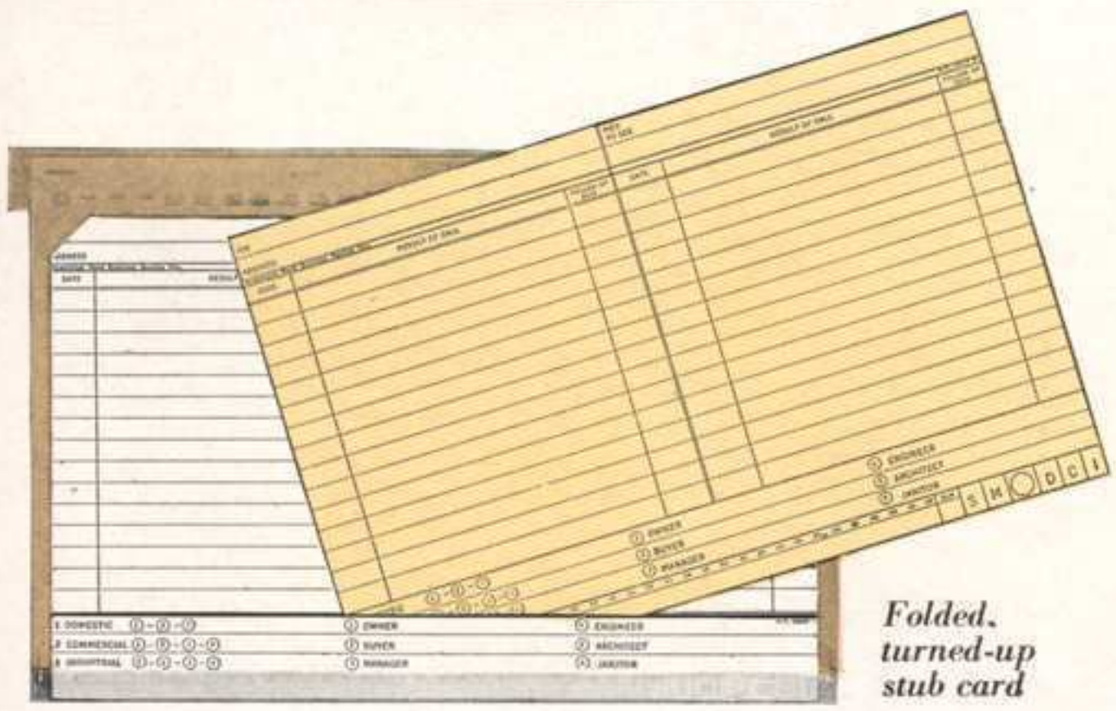
This folded type of over-riding card is sometimes made in the same size at the front and back so that the four posting surfaces may be filled successively.

Multiple over-riding cards are independent of the master card. They are die cut at the corners and at the top-center for secure insertion in a pocket, and, despite the added bulk, always present a trim and workmanlike appearance. Many ingenious applications of this

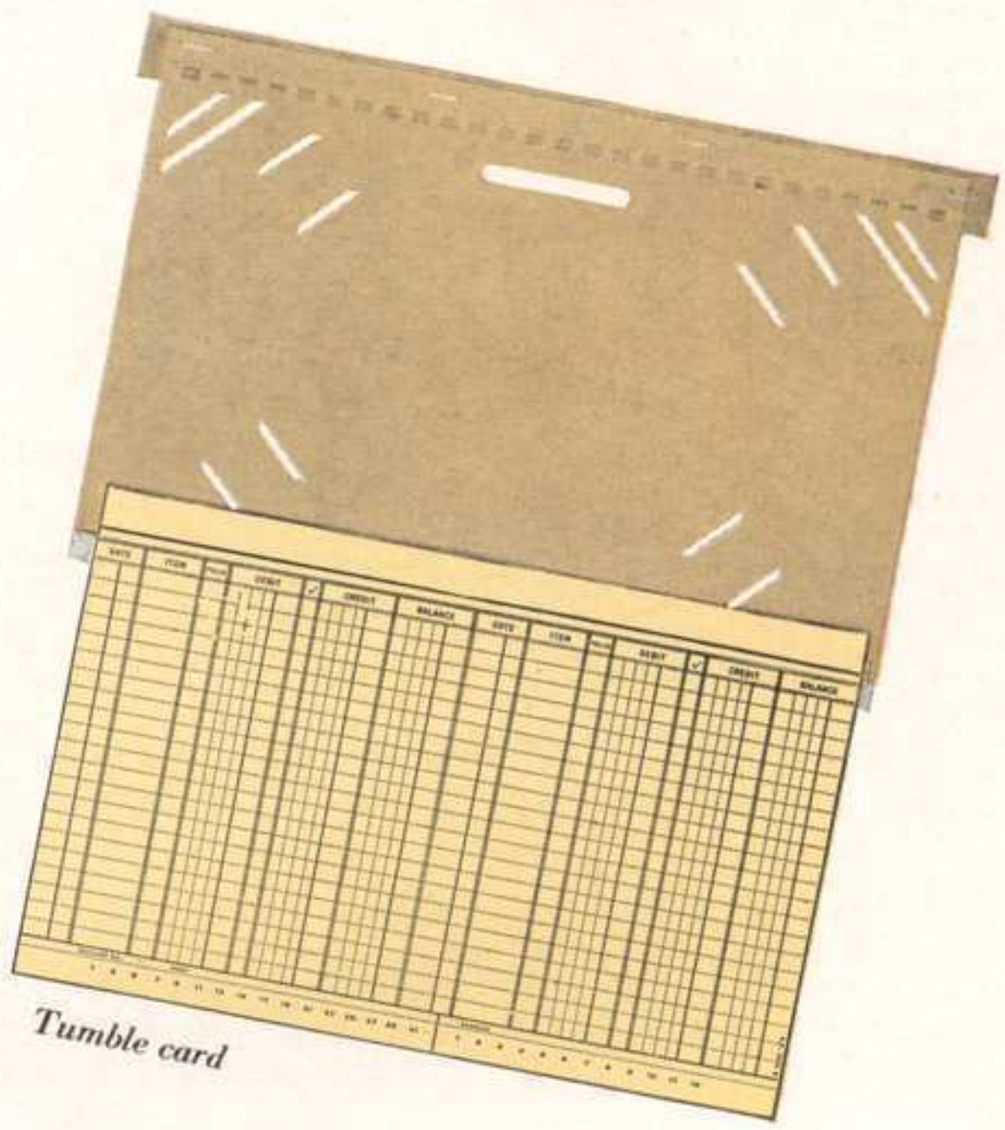
KARDEX FORMS



Multiple over-riding cards



Folded, turned-up stub card



Tumble card

principle have been worked out, permitting maintenance of a stock record of material stored at several warehouse locations or of a sales analysis under separate territorial divisions in a single controlling pocket. "Build-up" is a factor to be reckoned with, however, and the Remington Rand representative should be consulted as to proper depth of slides.

Forms in many of these styles are carried regularly in stock—several hundred of them. These cover nearly the whole range of business applications. Only in exceptional cases should it be necessary to devise a form to meet special or individual needs.

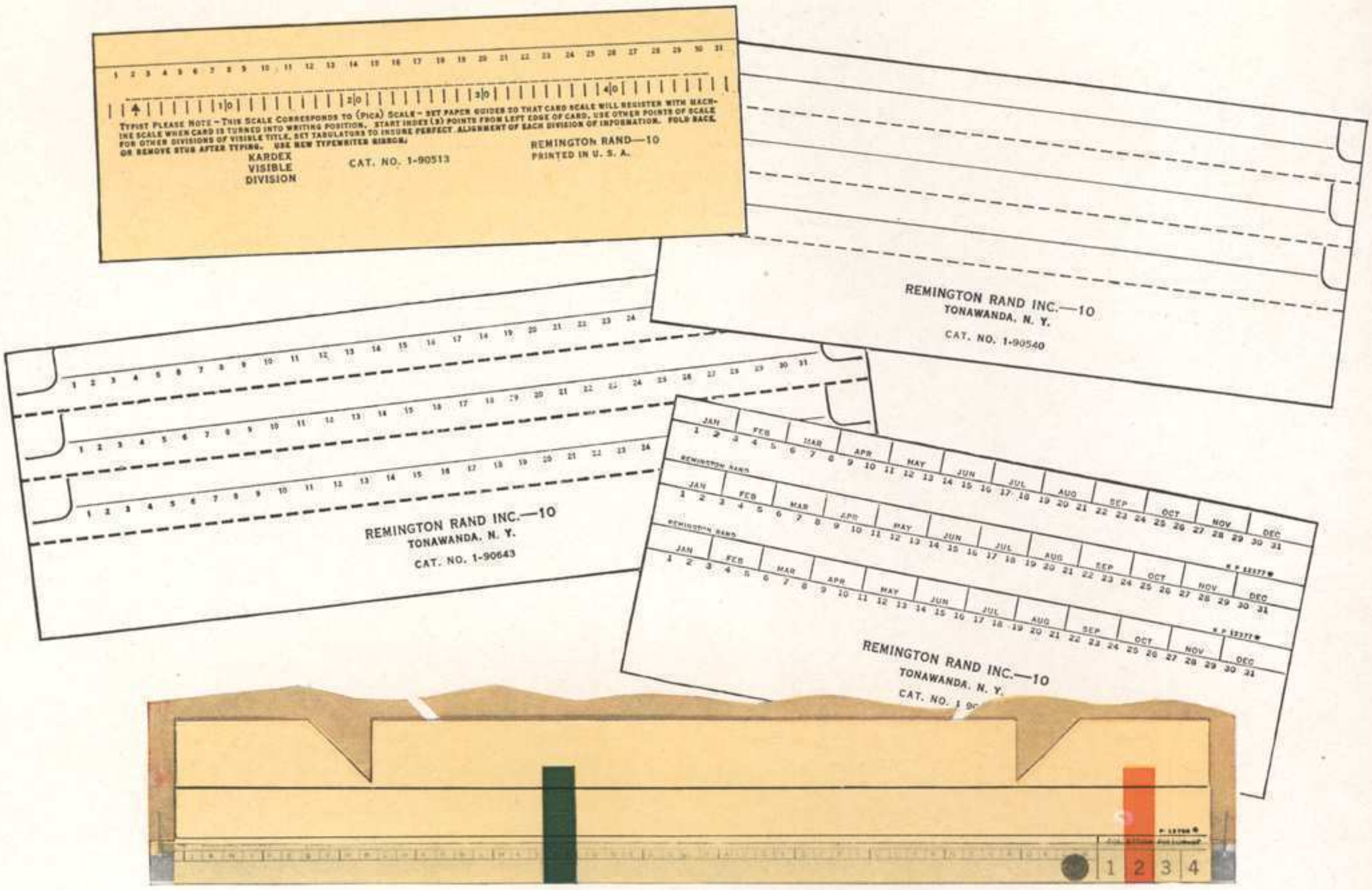
These forms, samples of which are available upon request, offer most interesting suggestions about the handling of ledgers, purchase and stock records, prospect records and personnel records. The requirements of banks, real estate dealers and insurance agents are adequately covered. Specially helpful is a group of nearly a hundred forms which have been developed for merchandise control in retail stores.

Many special forms are "plated." They have been manufactured in a quantity that justified production by a "zinc," and the plate is indexed and kept on file so that it may be used again. This procedure is very economical. Failing to find a stock form that meets your needs, you may locate a plated form that fits exactly.

The design of special forms for visible record control is very much a specialty. Remington Rand representatives have done it for years. Rely on their suggestions and experience. Their help is yours for the asking.

Our paper and card stocks cover a wide range. They include bonds, ledgers and bristols. Each is carried in grades that permit matching a stock to the expected length of record life. It should never be necessary to place entries of temporary interest on an expensive paper or a record of extraordinary value on stock likely to deteriorate. And once you have set up a standard, it may be maintained every time you replenish your supply.

AUXILIARY TITLE INSERTS


TYPIST PLEASE NOTE – THIS SCALE CORRESPONDS TO (PICA) SCALE – SET PAPER GUIDES SO THAT CARD SCALE WILL REGISTER WITH MACHINE SCALE WHEN CARD IS TURNED INTO WRITING POSITION. START INDEX (3) POINTS FROM LEFT EDGE OF CARD. USE OTHER POINTS OF SCALE FOR OTHER DIVISIONS OF VISIBLE TITLE. SET TABULATORS TO INSURE PERFECT ALIGNMENT OF EACH DIVISION OF INFORMATION. FOLD BACK OR REMOVE STUB AFTER TYPING. USE NEW TYPEWRITER RIBBON.
KARDEX VISIBLE DIVISION
CAT. NO. 1-90513
REMINGTON RAND—10
PRINTED IN U. S. A.
REMINGTON RAND INC.—10
TONAWANDA, N. Y.
CAT. NO. 1-90540
REMINGTON RAND INC.—10
TONAWANDA, N. Y.
CAT. NO. 1-90643
JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
REMINGTON RAND INC.—10
TONAWANDA, N. Y.
1 2 3 4

THE Auxiliary Title Insert makes it possible to transfer the forms in an existing vertically filed record to a Kardex visible record without attempting to type indexing titles on the bottom margins of the forms. This information is merely placed on the insert, which goes in the pocket to set up a final location of a card. Presence or absence of the record is revealed through a window in the insert.

This permanency of pocket assignment, however, gives the Auxiliary Title Insert other and even more important uses. Forms rapidly filled may be shifted as frequently as necessary—without reindexing. Forms on which such items as "address" often change may be continued in use without recopying entries—by filling out another title insert and replacing the one on which the information is not correct.

Specially important is the use of Auxiliary Title Inserts with systems requiring occasional removal of the record cards—for instance, for mechanical entry of charges or credits. This operation is completed without disturbance of signals and without "losing your place," when a Title Insert is employed.

A large variety of Auxiliary Title Inserts is carried in stock. Many are listed on the opposite page—for the various standard record sizes and for the more common applications. It should ordinarily be possible to utilize a stock or standard form. Color variations are available. Provision is made for operation of the progressive signal.

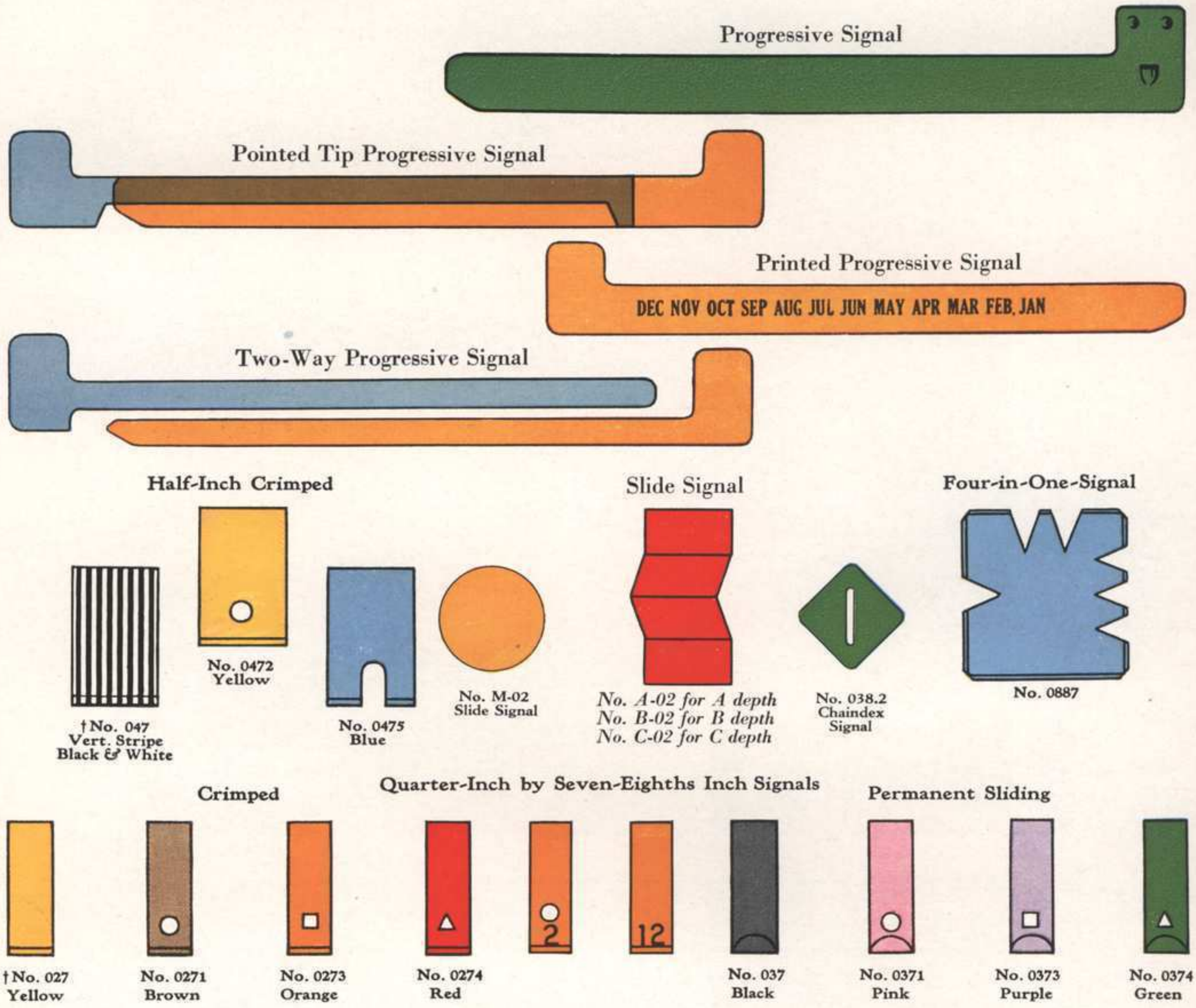
These are standard in three separate styles. The folded insert slips in the pocket tip and the record card is placed within the fold. One type of notched insert is made of index bristol and is anchored in the pocket by "ears" projecting from the ends. This insert may be typed in "gangs." Another style of notched insert is furnished with a stub for indexing on a typewriter.

Forms are frequently specially printed on Auxiliary Title Inserts—to conform to special requirements and better to realize signalling opportunities. Their design, however, must meet certain "technical" specifications—the Remington Rand man can help you there.

AUXILIARY TITLE INSERTS

Catalog Number	Size	DESCRIPTION	Colors Available
1-90729	2½″	Folded Blank, Change of Address Insert for 5″ Pocket	Ecru Buff
1-90730	3″	Folded Blank, Change of Address Insert for 6″ Pocket	Ecru Buff
1-90731	4″	Folded Blank, Change of Address Insert for 8″ Pocket	Ecru Buff
1-90510	5″	Folded Blank	White-Ecru Buff
1-90512	5″	Folded Printed 1-31, at extreme bottom	White-Ecru Buff
1-90513	5″	Folded Printed 1-31, at top of visible margin	Ecru Buff
1-90540	5″	Notched Blank	White-Ecru Buff
1-90542	5″	Notched Printed 1-31, at extreme bottom	White-Ecru Buff
1-90543	5″	Notched Printed 1-31, at top of visible margin	Buff
1-90610	6″	Folded Blank	White-Ecru Buff
1-90612	6″	Folded Printed 1-31, at extreme bottom	White-Ecru Buff
1-90613	6″	Folded Printed 1-31, at top of visible margin	Ecru Buff
1-90640	6″	Notched Blank	White-Ecru Buff
1-90642	6″	Notched Printed 1-31, at extreme bottom	White-Ecru Buff
1-90643	6″	Notched Printed 1-31, at top of visible margin	Buff
1-90810	8″	Folded Blank	White-Ecru Buff
1-90812	8″	Folded Printed 1-31, at extreme bottom	White-Ecru Buff
1-90813	8″	Folded Printed 1-31, at top of visible margin	Ecru Buff
1-90814	8″	Folded Blank	White
1-90840	8″	Notched Blank	White-Ecru Buff
1-90840.2	8″	Notched Blank ¾″ High for Chaindex Pockets	White
1-90842	8″	Notched Printed 1-31, at extreme bottom	White-Ecru Buff
1-90843	8″	Notched Printed 1-31, at top of visible margin	Ecru Buff

KARDEX COLOR SIGNALS



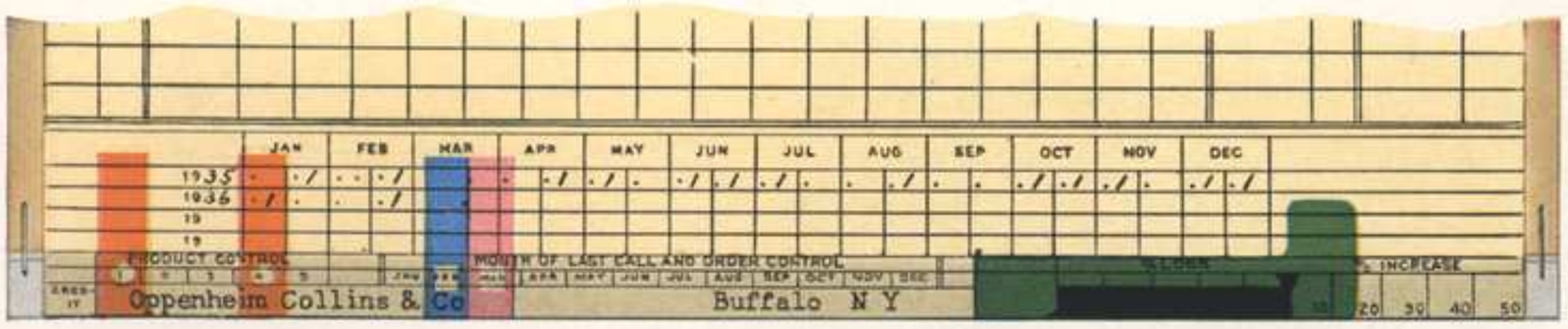
THE simplest signal is colored to set off a given set of conditions and is so located on the visible margin that its position takes on added meaning. The Progressive Signal moves along a scale progressively to reveal successive steps of accomplishment. Both disclose instantly the current, active, recorded conditions. Both permit immediate understanding of the facts—as they pertain to an individual record or to all the records in a slide.

The simple signal may be either ¼″ or ½″ wide. It may be of transparent transloid to facilitate reading of titles, or it may be opaque. It may be "crimped" for easy removal from a pocket when occasion demands, or it may be more firmly fixed to the pocket body. It may be punched in several designs to establish additional classifications, or it may be printed with identifying designations. Its variety of forms and colors gives it countless uses, all factors to record economy.

The Progressive Signal often introduces the element of "historical" signalling. Over date scales it reveals accomplishment of steps previous to the current one. But its most useful function, perhaps, is measurement of efficiency on a percentage basis. Its position along a percentage scale may disclose volume in value or in quantity.

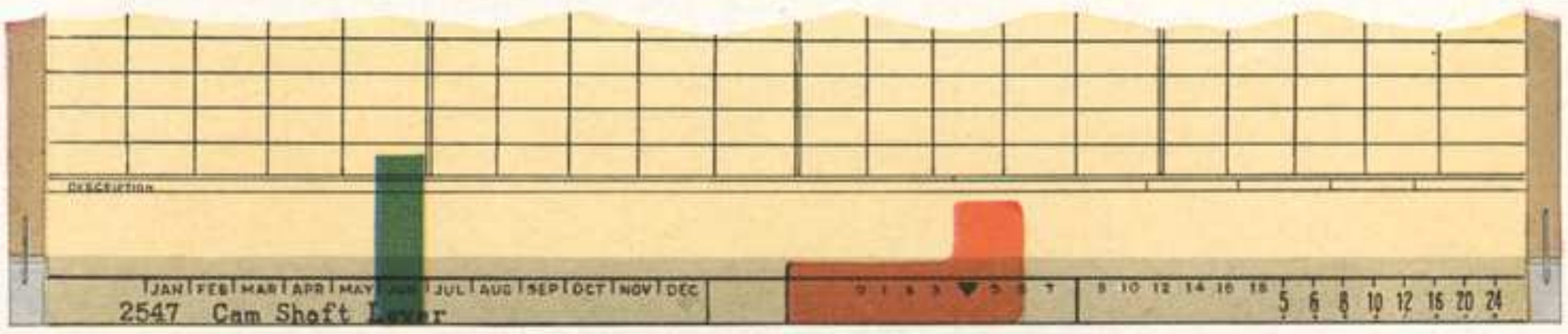
Progressive Signals are supplied for 5, 6, 8, 10 and 11 inch pockets. They are offered in nine separate colors. They may be had printed with a month scale to reverse the usual procedure of measurement along the captions of a form. They may be used in "two-way" fashion, moving individually, one to the right, the other to the left. Two of them may be applied in combination along the same scale, if one is furnished with a "pointed tip."

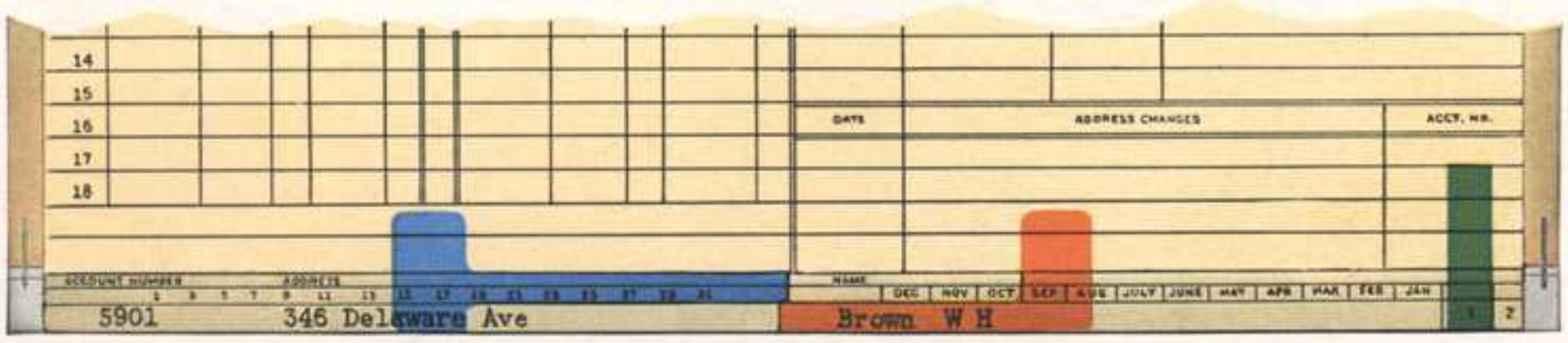
COLOR SIGNAL APPLICATIONS



Sales Record with progressive signal over a printed color block to indicate percentage of loss or increase of quota. Signals at left indicate date of last call and last order.

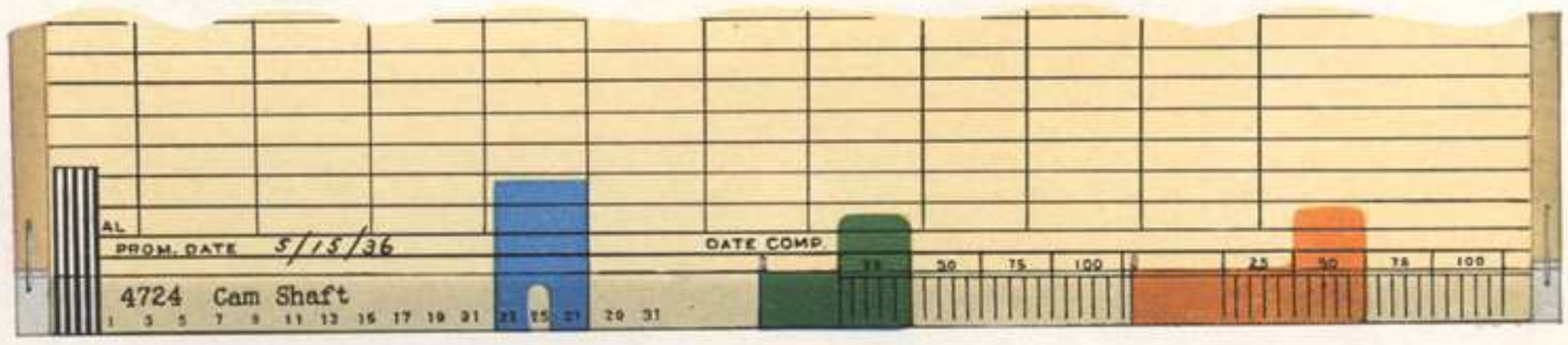
Stock Record with progressive signal at right to indicate weeks' supply on hand. Signal at left indicates month item ordered.

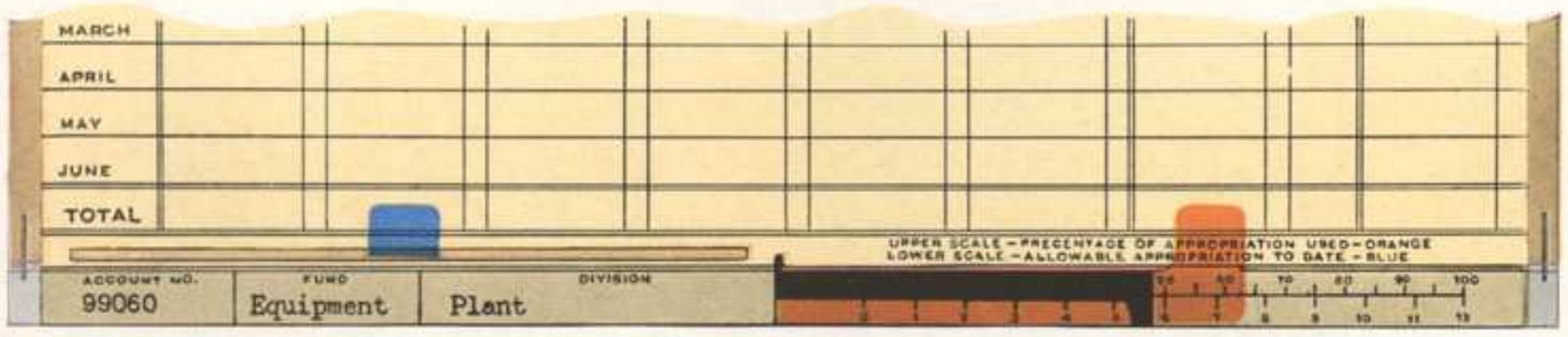




Ledger Record with two-way progressive signal indicating month and day to which account has been paid. ¼" signal at right indicates credit condition of account.

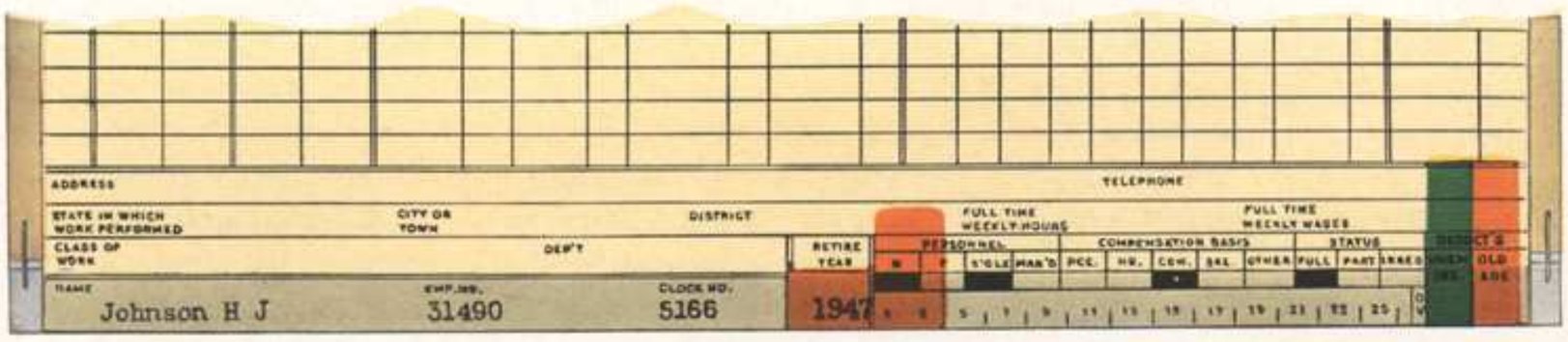
Production Record with two progressive signals on different scales showing production conditions in two different departments. Signals at left are used for follow-up on completion date.



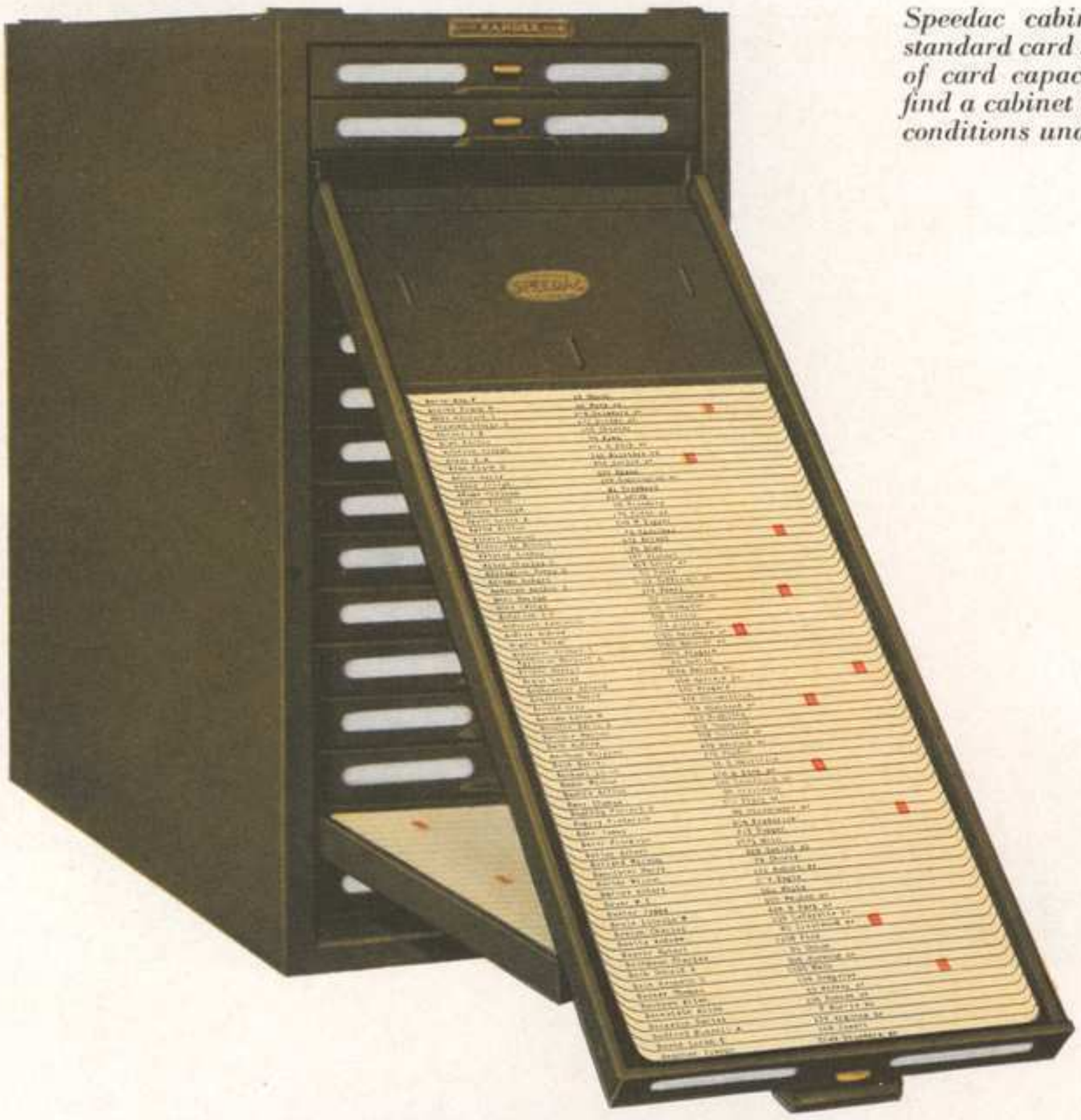


Budget Record with two-way pointed tip progressive signal indicating budget commitments and percentage of commitment used to date.

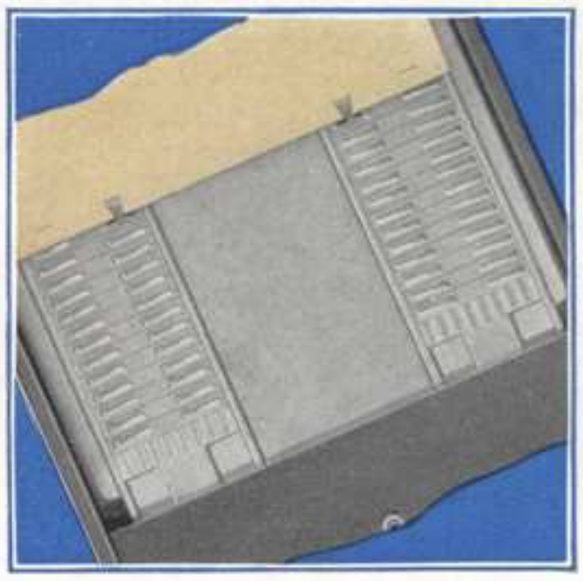
Payroll and Employment Record with progressive signal to indicate weeks of unemployment of individual during a specified period.



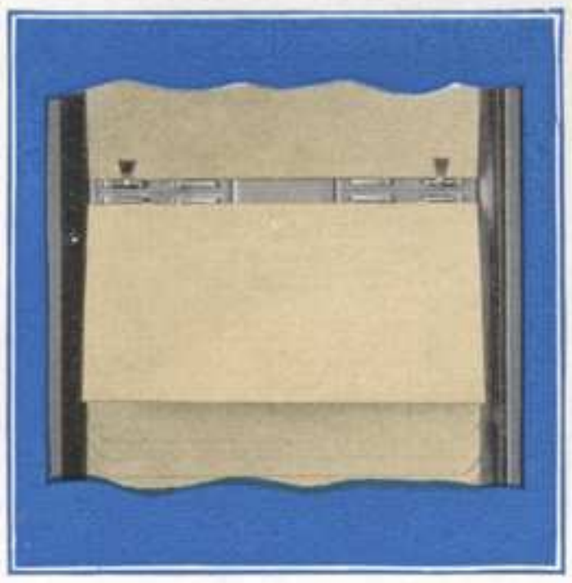
KARDEX
SPEEDAC CABINETS



Speedac cabinets are made in all standard card sizes, in a large number of card capacities. You can always find a cabinet specially adapted to the conditions under which you work.



Speedac Hanger



Speedac Card

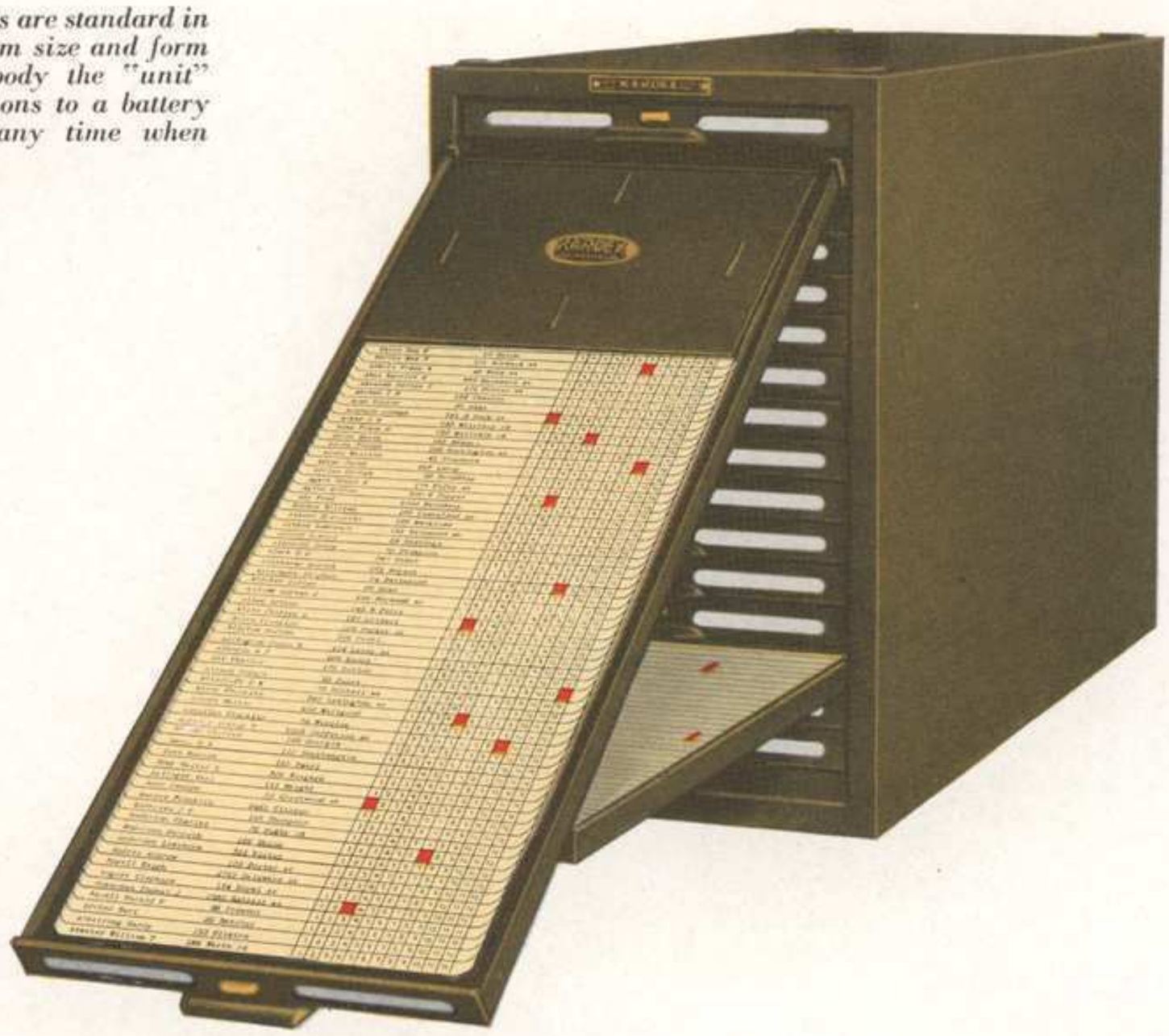
Speedac Operation

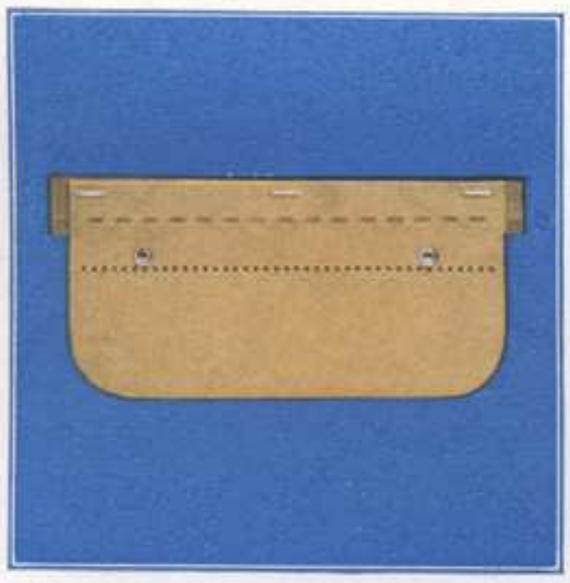
SPEEDAC hangers, made of steel, accurate to a thousandth of an inch, produce a uniform, positive visibility and permit the forms to hinge back for one-hand posting of entries. A six-second operation affixes the clips to the cards and a two-second operation mounts them on the hangers. Each hanger is double pronged so that cards may be offset to either right or left and, if desired, two cards may be suspended together.

Changing conditions are indicated by metal signals moving along printed scales on either side of the form. Unchanging conditions, however, may be revealed—by word or signal—right on the exposed card edges. This amounts to "historical" visibility, a presentation of past situations as well as those current. Then a glance at a slide discloses immediately what is happening in every record it holds, individually or as a group.

KARDEX SECURITY CABINETS

Security steel cabinets are standard in a wide variety of form size and form capacity. They embody the "unit" principle and additions to a battery may be made at any time when necessity occurs.





Security Hanger

Security Card

Security Operation

IN Security visibility is accomplished by buttoning the cards on tough kraft hangers intermeshed in the cabinet slides. This principle speeds handling, reduces bulk and prevents undue wear on operating parts. It permits quick shifting of a single record—or a group of records—and facilitates consultation of entries on the back of a card as well as on the front. The exposure produced may be either $\frac{3}{16}''$, $\frac{1}{4}''$ or $\frac{7}{32}''$, depending on need for space.

Two cards may be used on a hanger. Over-riding sheets may be worked out in many practical styles. Forms may be indexed on both the front and back to permit finding from either side. Metal signals may be employed in colors to flash variable conditions. Permanent entries on the visible edges of the cards may disclose progressive steps of accomplishment. Card stocks may be chosen from a wide available variety of weights, grades and colors.

KARDEX KOLECT-A-MATIC

The Vertical Visible Tray holds a series of independent panels, all easily tilted forward or backward for reference.

MECHANICALLY, Kardex Kolect-A-Matic Ledger is "pocket" equipment. It is illustrated here as typical of additional services the Systems Division of Remington Rand offers in connection with records of control. Kolect-A-Matic is specially adapted for speeding work on ledgers which are posted by machines.

The pockets hinge upward on panels which are housed in trays. Trays may be used individually or may be given the protection of a Safe-Ledger Tray or Safe-File.

The ledger cards "float" behind the pockets. The titles on their exposed edges are visible, accessible for immediate finding, protected against soiling, or unprotected, if preferred. The act of finding is but a glance, and the act of posting involves only flipping a pocket tip, lifting the card and inserting it in a machine.

This operating speed is an exceedingly valuable contribution to mechanical accounting. When it is realized that the time ordinarily devoted to ledger work is allocated, 25% to machine operations, 75% to equipment operations, the opportunity to secure a saving is clearly defined. Kolect-A-Matic Ledger cuts materially into finding time.

But Kolect-A-Matic Ledger, like Kardex, is a *signalled* record. The major control features of Kardex are thus brought to the ledger posted by machine. Successive payments may be flashed right from the pocket tips. Delinquent payments may be charted, individually and in groups. Efforts to get the money in may be signalled. The credit status of each customer may be visibly revealed.

KARDEX
KOLECT-A-MATIC

THE DRAWER

THE TRAY

NO. 8103 SAFE-FILE

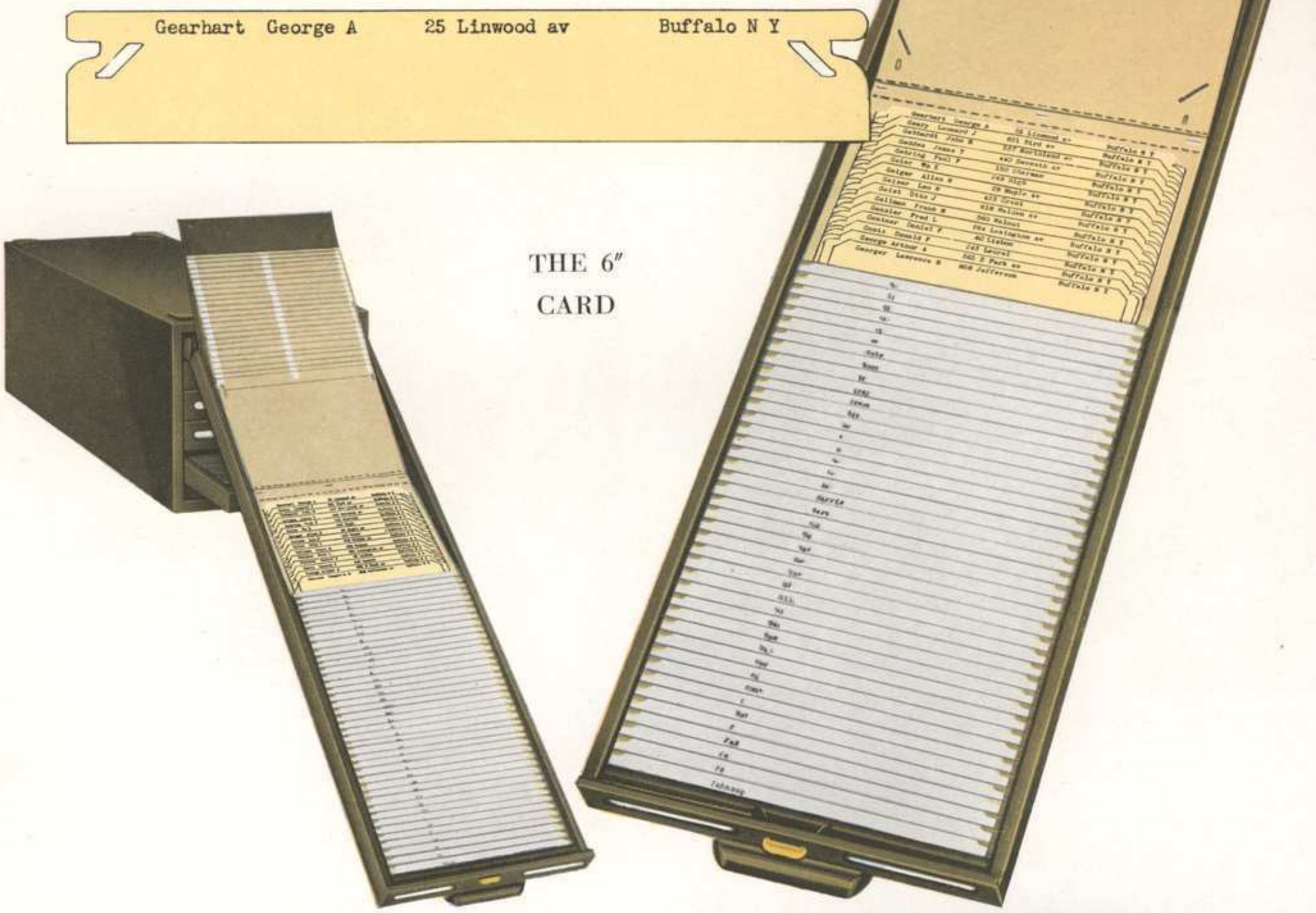
THE records housed in the Kolect-A-Matic Ledger are valuable. If accounts receivable, for instance, were destroyed by fire, a crippling collection loss would probably ensue. This percentage rarely falls below 30%, frequently runs as high as 75%. Good management requires that ample provision be given for protection of such accounts.

This protection can be given right where the records are used, doing away with need for transportation to and from a vault, eliminating the opportunity for destruction by daytime fires which vault storage usually presents.

Kolect-A-Matic Trays may be kept in Safe-Ledger Trays, mounted on ball-bearing casters for convenient shift of location. Safe-Ledger Trays are certified by Remington Rand and the Safe Manufacturers National Association as able to protect their contents for either one hour or two. You may, therefore, match the protection you supply against the value of your records and their exposure to fire.

One hour protection is also afforded by the No. 8103 Safe-File, shown on this page. This arrangement makes provision for very convenient reference. The Kolect-A-Matic Trays are placed cross-wise in the Safe-File Trays. Thus closed accounts, as well as open accounts, may be concentrated in a single unit or grouped in a battery, as volume requires. Accounts may be "pulled" for posting, and refiled with great ease.

KARDEX CHAINDEX ||||



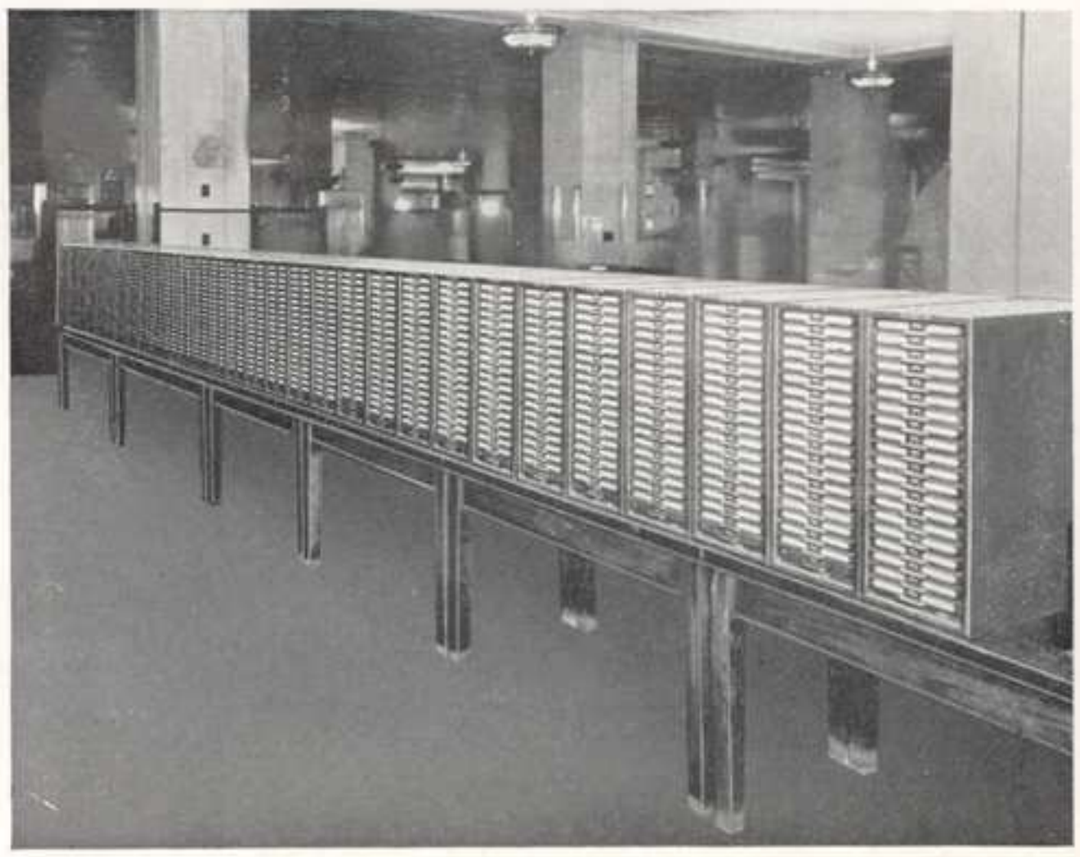
THE 6″
CARD

CHAINDEX is "reference" equipment housed in cabinets. Chaindex forms interlock with each other and with the pockets in which they are held. The result is concentration of a large number of listings in a very small space.

Three widths of Chaindex forms are standard — 4 inches, 6 inches and 8 inches. But a wide choice exists as to height or lines of exposure, the selection ranging from a single typewritten line to eleven.

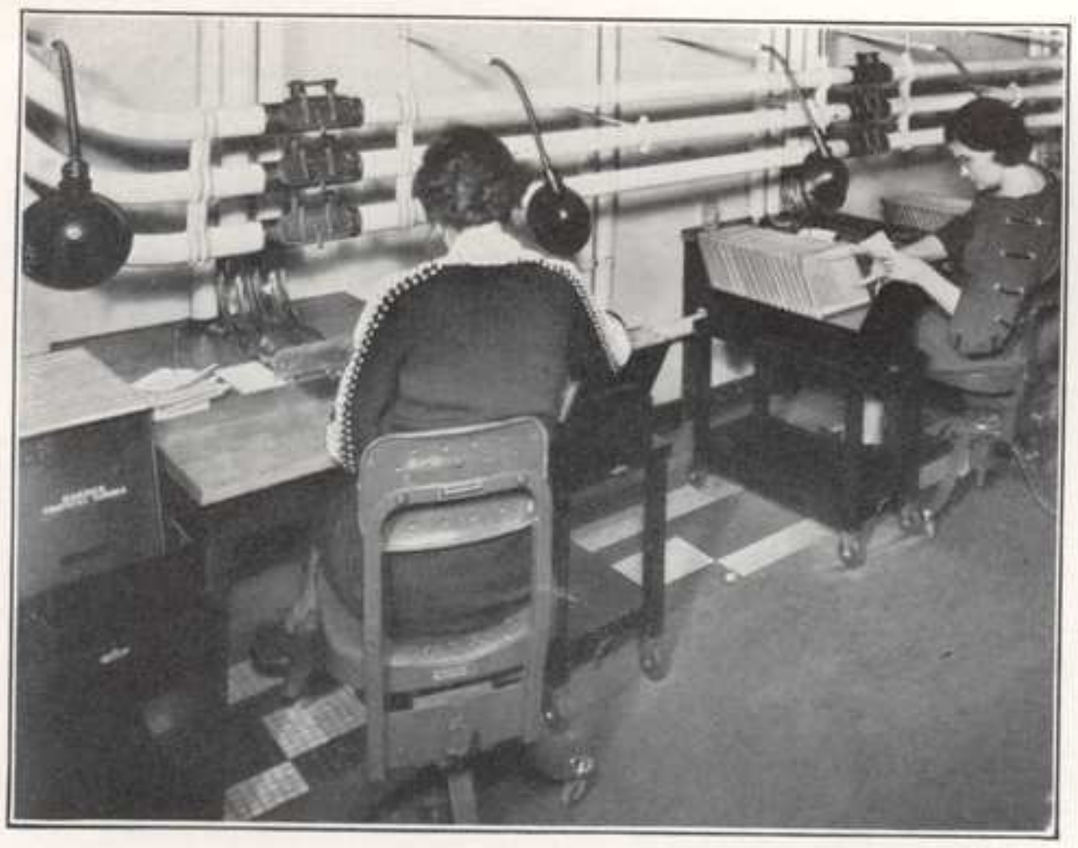
Chaindex forms are supplied on a 36-substance, "A Quality" ledger stock, and are available in white, buff, blue, salmon, green and gray, a variety of colors which permits almost any classification that proves desirable.

Complete details about Chaindex are presented in other Remington Rand catalog sections. Samples of Chaindex applications are available in all our offices.



Chaindex at the Continental Illinois National Bank & Trust Company, Chicago. Here 450,000 savings accounts are indexed, and every form is quickly found.

THE 4″
CARD

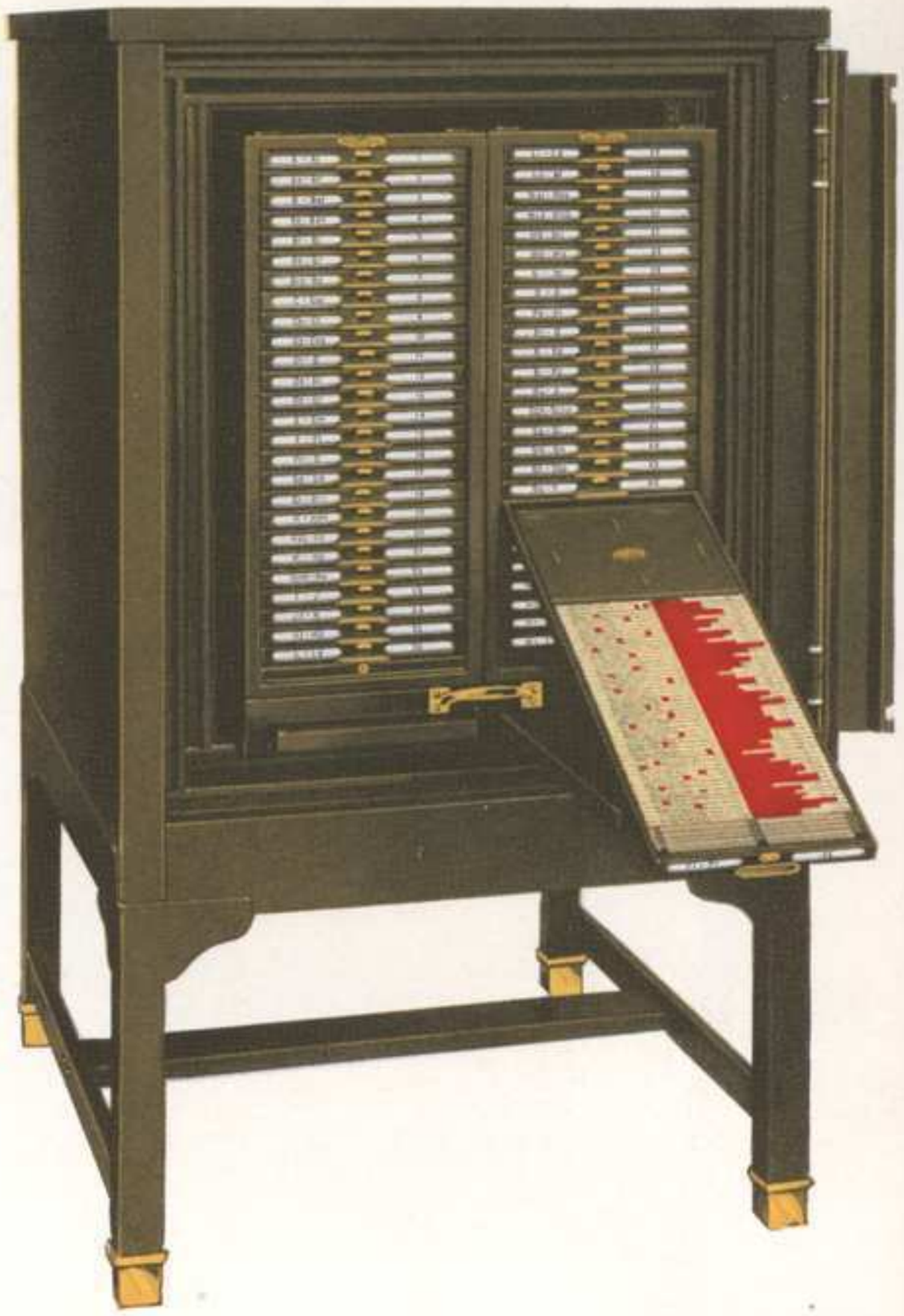


Chaindex Vertical Visible is shown here directing credit authorization for Kaufmann's, one of Pittsburgh's outstanding department stores.

Here is Chaindex housed in Vertical Visible, an arrangement which has speeded credit authorization at the Joseph Horne Company, of Pittsburgh.

RECORD ASSURANCE FOR VISIBLE RECORDS

TWO No. 1822 SAFE-KARDEX UNITS
Bearing Safe Manufacturers National Association 1-hour label



No. 2925B MEDIUM EXPOSURE SAFE-KARDEX
Bearing Safe Manufacturers National Association 2-hour label and Underwriters 2-hour label

THREE grave responsibilities confront the man whose control records have suddenly been lost through fire or other contingency. He must collect outstanding accounts. He must reach a prompt settlement with the insurance adjuster. He must resume operations without delay.

Safe-Kardex, a product of the Safe-Cabinet Division of Remington Rand, provides insulated housing for

All Compartments in the One Hour Safe-Kardex are $25\frac{9}{16}$" clear inside height and $24\frac{7}{16}$" clear inside depth, except 1822.1 which has $28\frac{7}{16}$" clear inside depth.

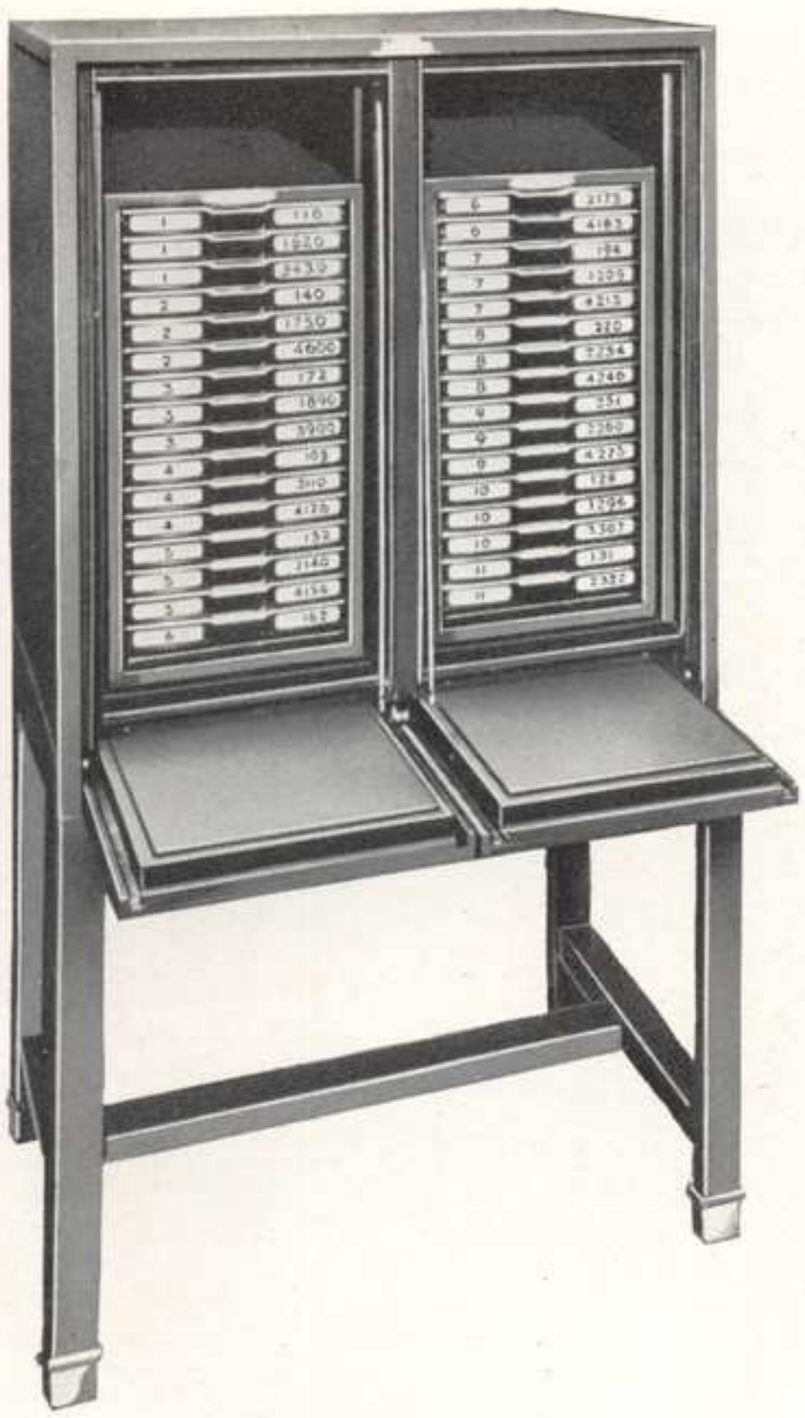
Catalog Number	DESCRIPTION	Width Inside	Width Outside
1522	2 Compartment for 5x3 Kardex Cab.	$7\frac{11}{32}$"	$21\frac{1}{8}$"
1622	2 Compartment for 6x4 Kardex Cab.	$8\frac{11}{32}$"	$23\frac{1}{8}$"
1822	2 Compartment for 8x5 Kardex Cab.	$10\frac{25}{32}$"	28"
1822.1	2 Compartment for New 8x5 Kardex Cab.	$10\frac{25}{32}$"	28"
1822.2	2 Compartment for Kardex Mach. Post. Cab.	$11\frac{1}{8}$"	$28\frac{11}{16}$"
2925B	TWO HOUR SAFE-KARDEX		
29SS	Roller supporting shelf—used to hold 2 8x5 Kardex Cabinets		
29MPS	Roller supporting shelf—used to hold 2 Kardex Machine Posting Cabinets		
9338	Base		

Catalog Number	DESCRIPTION
9300	Pair End Legs only (consisting of one right and one left set of legs)
9301	One pair of Center Legs only
9302	Pair End Legs only (consisting of one right and one left set of legs) for 1822.1
9303	One pair of Center Legs only for 1822.1
9019	Cross Channel, $19\frac{1}{8}$" wide for 1522
9021	Cross Channel, $21\frac{1}{8}$" wide for 1622
9026	Cross Channel, 26" wide for 1822 & 1822.1
9027	Cross Channel, $26\frac{11}{16}$" wide for 1822.2

ADJUSTABLE BASES FOR ONE HOUR SAFE-KARDEX

No. 2925B Two Hour Safe-Kardex are standard with either Right or Left Hand Swing Door. Outside dimensions without casters including trim, $32\frac{3}{32}$" Wide x $40\frac{11}{16}$" High x $37\frac{1}{32}$" Deep.

RECORD ASSURANCE FOR VISIBLE RECORDS



No. 1822.1 SAFE-KARDEX

For new style Kardex Cabinet

Bearing Safe Manufacturers National Association 1-hour label

No. 5230 SAFE-CABINET

With several types of Kardex slide interiors

Bearing both Safe Manufacturers National Association 2- or 4-hour label and Underwriters Laboratories A or B label

records which might otherwise have little chance in a fire of severity. Kardex cabinets may be installed in Safe-Kardex without interference with posting or with reference.

The Light Exposure Safe-Kardex supplies one hour of certified protection. Its doors slide into recesses at the bottom, and, when allowed to extend toward the front, supply ample working space. An insulated bulkhead separates the door openings and forms individual compartment safes.

Medium Exposure Safe-Kardex provides two hours of protection. In it Kardex cabinets are set on a sliding shelf which may be moved forward approximately six inches to bring the front faces of the slides flush with the front face of the safe. This shelf is fitted with two reference shelves. Medium Exposure Safe-Kardex has either right or left door swings.

Both Light and Medium Exposure Safe-Kardex may be equipped with a base. The Light Exposure base, however, may be extended by addition of legs and cross channels to form a compact, integral battery.

Proper provision is also made for visible records of exceptional value. These may be given the four-hour Severe Exposure protection of Safe-Cabinets by mere insertion of interior sections of appropriate size. These sections are also available for combination with sections for other records and files in Safe-Cabinets of Light and Medium Exposure. They are suspended on adjustment strips and hang independently for easy insertion or removal.

This principle of housing in a safe-container used for related records and documents is extended to the Safe-File, a safe in the form of a file. A Kardex cabinet may be placed in a Safe-File drawer equipped with a drop-head. Reference is then accomplished as easily as with an unprotected cabinet, but the element of security is introduced.

Safe-Kardex, Safe-Files and Safe-Cabinets are the physical attributes of Record Assurance. They provide varying degrees of co-assurance which may be measured against the value of the record maintained, but values go beyond the cost of creating a record and of replacing it, should it be destroyed. Sometimes the very existence of a business is involved. There is always contingent loss.

KARDEX VISUAL SALES PRESENTATIONS

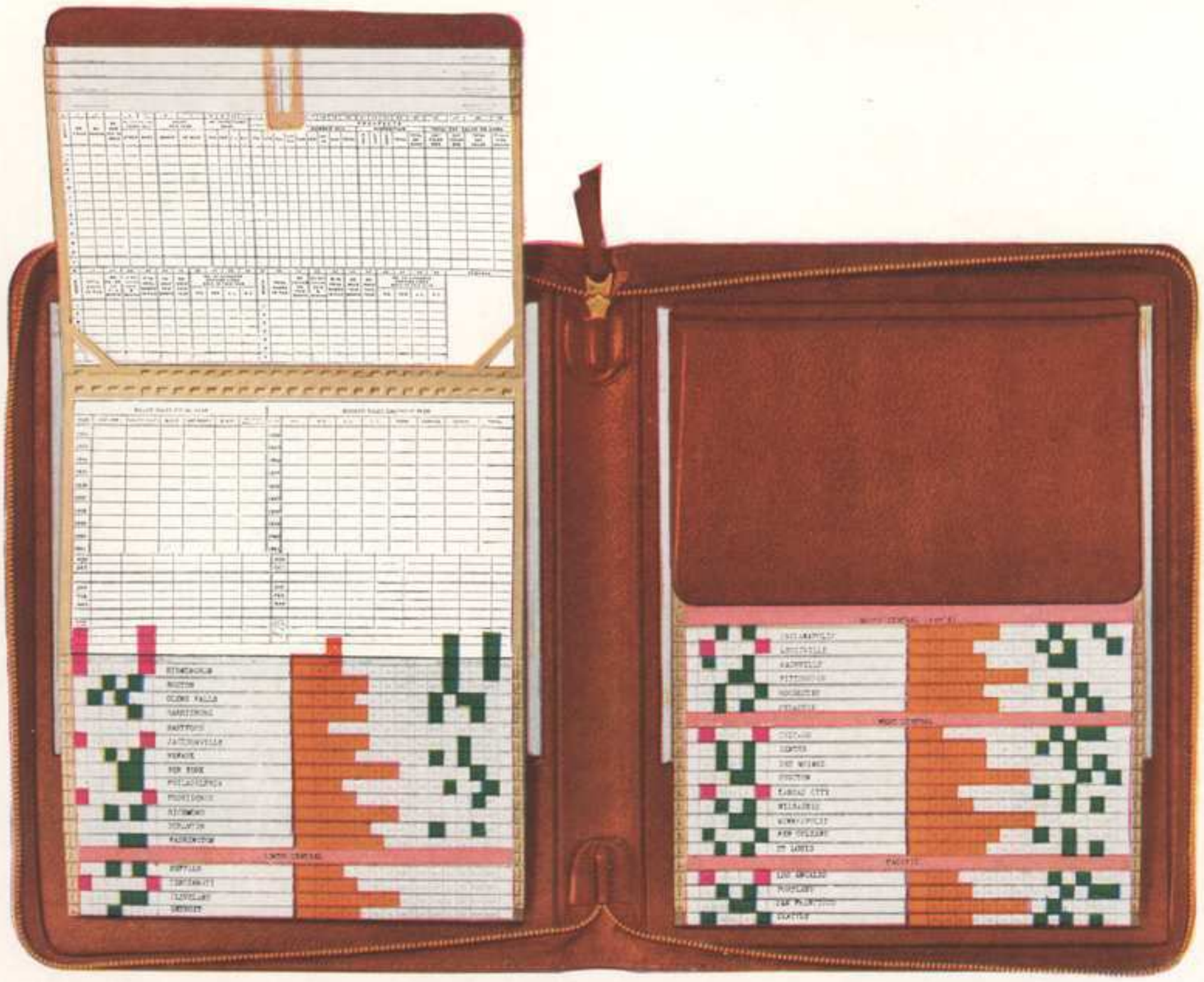
EQUIPPED with a Zipper Kardex Visual Sales Presentation, the salesman may lay a complete selling story before his prospect—without interruption, without omission, without any slackening of interest. The order of presentation becomes logical and natural. Every factor in an interview may be predicted and controlled—from approach to close.

The cards are printed with the text of the sales argument. Illustrations get attention. Charts and graphs support each point. Product samples are included, if practical. Prices are quoted right from the Kardex cards.

Zipper Kardex covers are made of genuine leather; they wear. The use of pockets, however, brings advantages beyond that offered by the protection given the exposed margins of the cards. An entire presentation may be changed, if change is desirable. Individual cards may be replaced, if correction or improvement makes it wise.

A large number of card sizes is available—in varying capacities. Special Zipper Kardex units are often made with provision for insertion of a binder mechanism to hold a sales manual or a detailed price list.

KARDEX BOOK UNITS



KARDEX ZIPPER
BOOK UNIT

COMMERCIAL
BOOK UNIT

COMMERCIAL
DESK UNIT

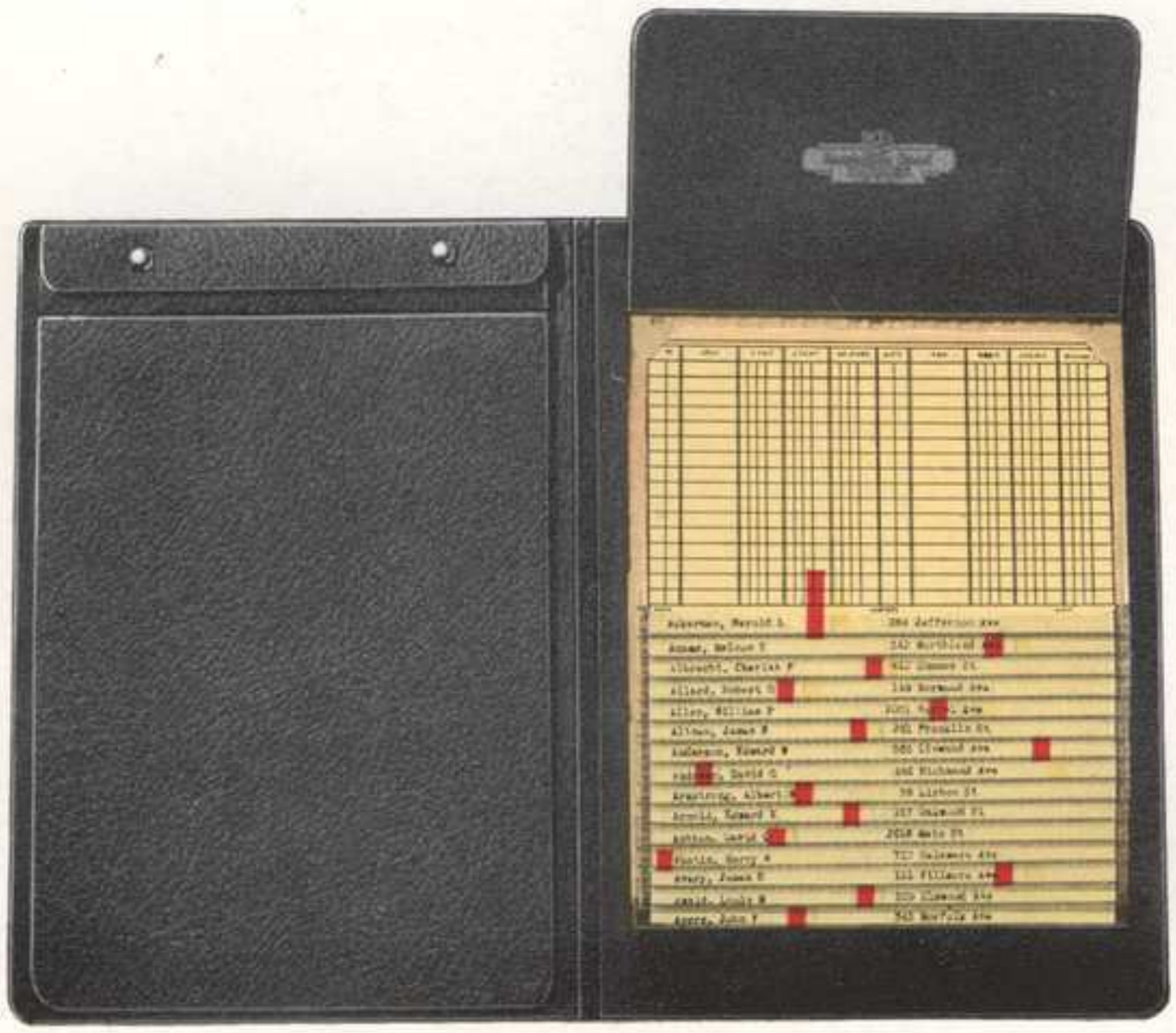
THE Kardex Book Unit is Kardex visible record control in its most compact, most portable form. In a Book Unit the executive or owner of a business may have a summary of operations as they pertain to one phase of his responsibility or to the business as a whole.

Then the controlling facts may be taken wherever required—into conferences, home at night, or on occasional trips to the selling field. The unit illustrated, closing by means of the well-known "zipper" style fastener, is particularly adapted to outside-office use.

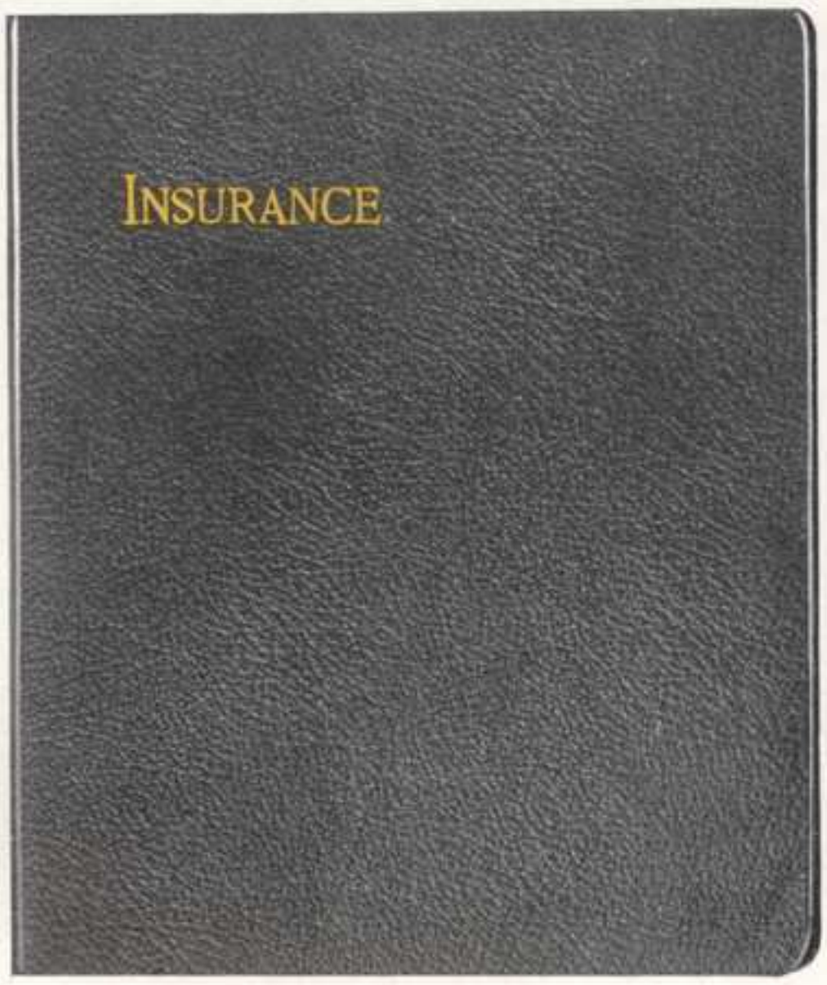
It is also very practical to utilize Book Unit compactness and portability when a record must be maintained at several scattered locations, and in a limited volume at each point. Then, whenever desirable, all may be called in for comparison with or posting to a master file.

Book Units are made in all the standard card sizes, in two lengths and in several grades of material. The "Desk Unit," similar in principle, comprises a single panel and offers a quick reference device that may be readily stored in desk, file or table drawer.

KARDEX BOOKFOLDS



No. 016415 6x4 PERSONAL BOOKFOLD



No. 018515.1 8x5 INSURANCE BOOKFOLD

KARDEX Bookfolds, having pockets on the right side only, are ideal for quantity use.

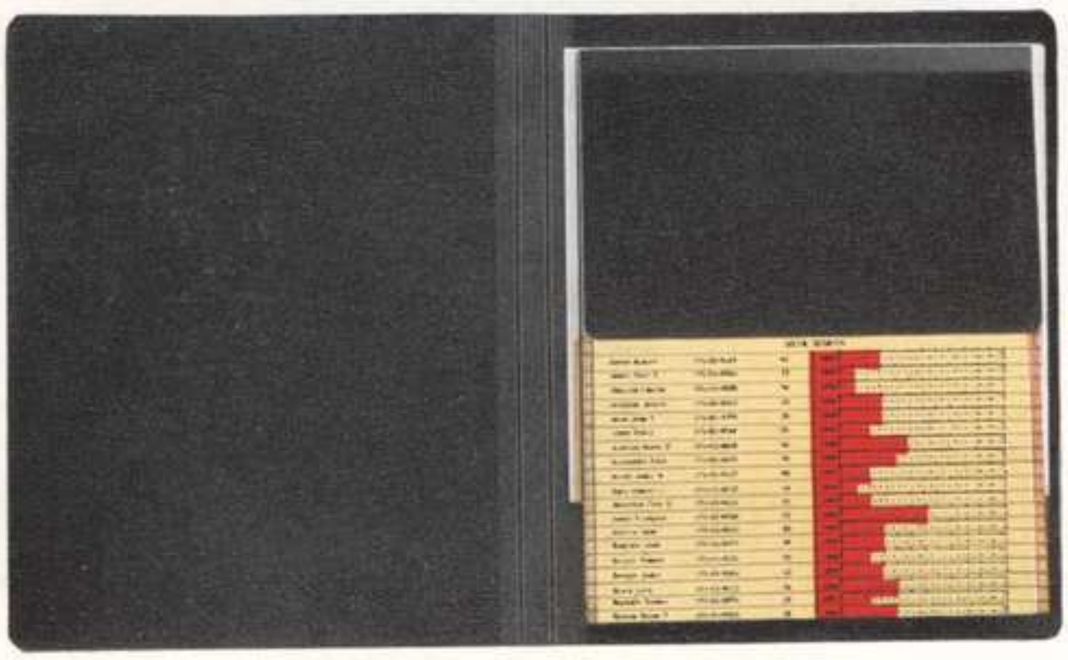
An entire sales organization may be equipped with them for personal follow-up of prospects. Insurance agents use them as an impressive way to present their analyses of clients' protection programs. Investment counsellors employ them in a similar manner.

Small firms or departments find Bookfolds a convenient plan of maintaining personnel information and records of control.

Large firms often distribute Bookfolds to dealers as a means of promoting customer service, maintaining satisfactory stocks, or checking credit.

Two grades of cover material are included among the units listed here. One, a handsome black fabrikoid, perfectly simulates the grains of fine leathers. The other is a stiff, tough pressboard.

Overall dimensions permit easy stowing in a briefcase or convenient storage in a desk or table drawer or a vertical filing cabinet.



Pressboard Bookfold open (Plain Cover) with 20—8"x5" Employee Social Security Records.

Commercial Bookfold standard with plain cover and square corners for 22—8"x5" forms.

KARDEX RINGBOOKS

Buffalo N Y Kaiser Fred W
Buffalo N Y Kane Joanne S
Buffalo N Y Keane John A
Buffalo N Y Kennedy George W
Buffalo N Y Kerr Harold C
Buffalo N Y Kingston Albert J
Buffalo N Y Krueger Henry C
Buffalo N Y Lambert Bruce J
Buffalo N Y Landon Frank W
Buffalo N Y Larson Paul R
Buffalo N Y Lawton William A

THE working mechanism of Kardex Ringbooks is that of the ordinary commercial ringbook. Sheets are gang punched to engage with the rings. They may be instantly inserted, instantly removed. There is never the slightest mechanical difficulty to correct.

Kardex Ringbooks are made in two cover heights—11⅝″ and 14⅝″. They accommodate sheets measuring 5⅞″, 8½″ and 10½″ wide respectively. The capacity of a single 1″ volume is approximately 300 sheets, depending on the height. This capacity sets up a small-volume unit which is readily portable anywhere.

As a result, Kardex Ringbooks are widely used for small records. They are beautifully applicable to large records which must be split among a number of clerks for efficient operation. Salesmen use them to maintain their personal records of prospect follow-up. They are often issued to dealers and retail outlets for more efficient control of customer service and credit extension.

Thus principles of visible control may be extended to any records you are called upon to maintain, regardless of volume. The indexing margin of each form is completely exposed for reference—singly or by groups. Postings may be made on these visible margins; symbols may be entered for interpretation of the recorded facts.

VERTICAL "IVI"

VERTICAL "I V I" is a new visible reference record, embodying the principles of "Index Visible," but providing a wide range of housing facilities. The result is a marked economy of space and a reduction in the initial cost. Vertical "I V I" is often set up in the same equipment that houses other types of records and files.

Vertical "I V I" cards are die cut to clip on the tracks of specially designed aluminum panels. They are furnished in several exposures—$\frac{1}{6}$", $\frac{1}{5}$", $\frac{1}{4}$", $\frac{3}{16}$" and $\frac{7}{16}$", selection depending on capacity sought.

The panels in turn, are housed in containers of several types. Letter and legal size panels fit ordinary correspondence and cap size cabinets, Certi-Files or Safe-Files. Ledger size panels are appropriate for a Remington Rand ledger tray, insulated for fire protection or uninsulated, as preferred. Tub desks are often utilized.

Pressboard guides with "Armorclad" tabs are used to index the panels. Rod projections at the bottoms of the guides provide correct spacing and prevent the panels from "climbing."

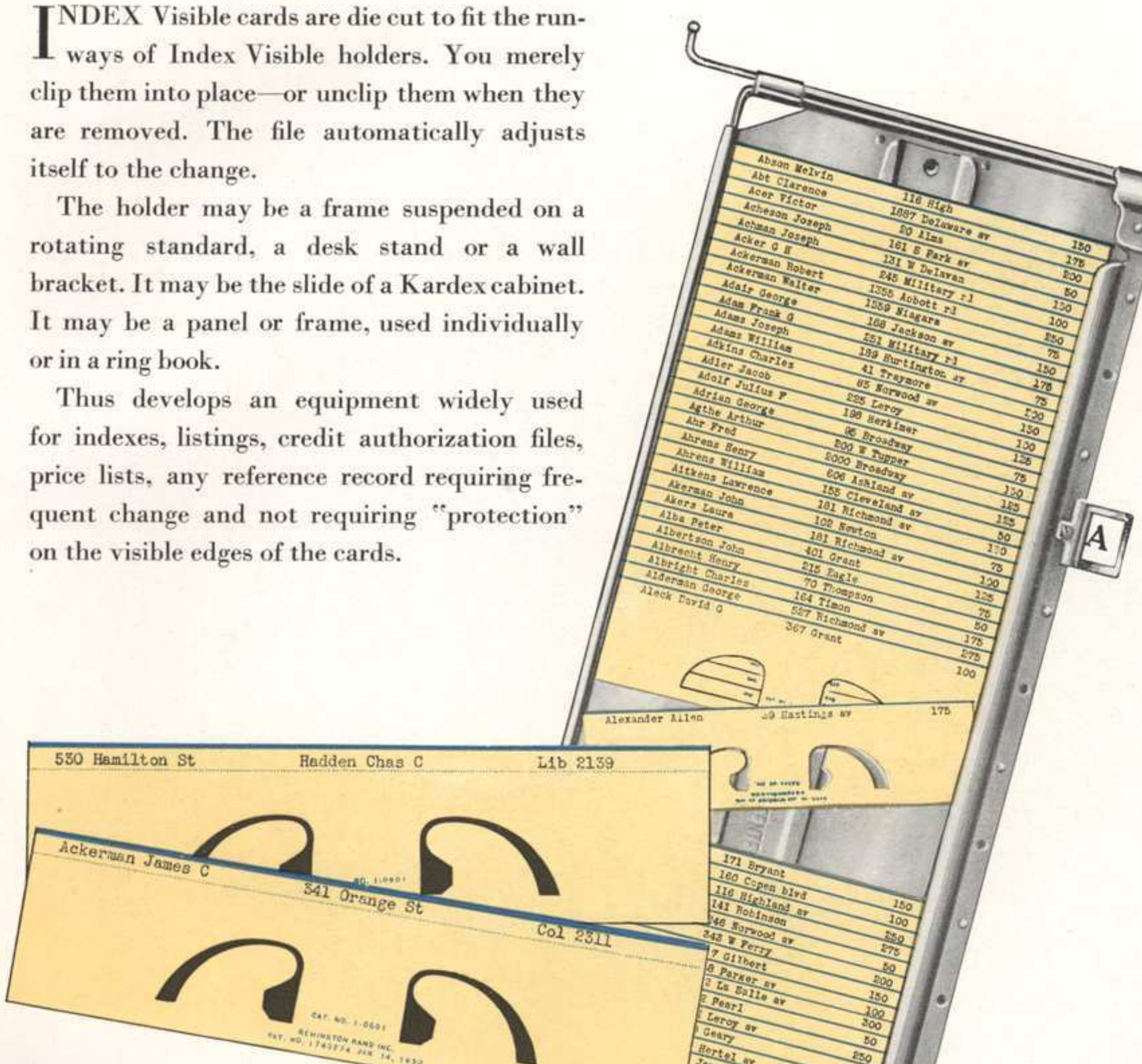
Vertical index visible panel with removable runway

INDEX VISIBLE

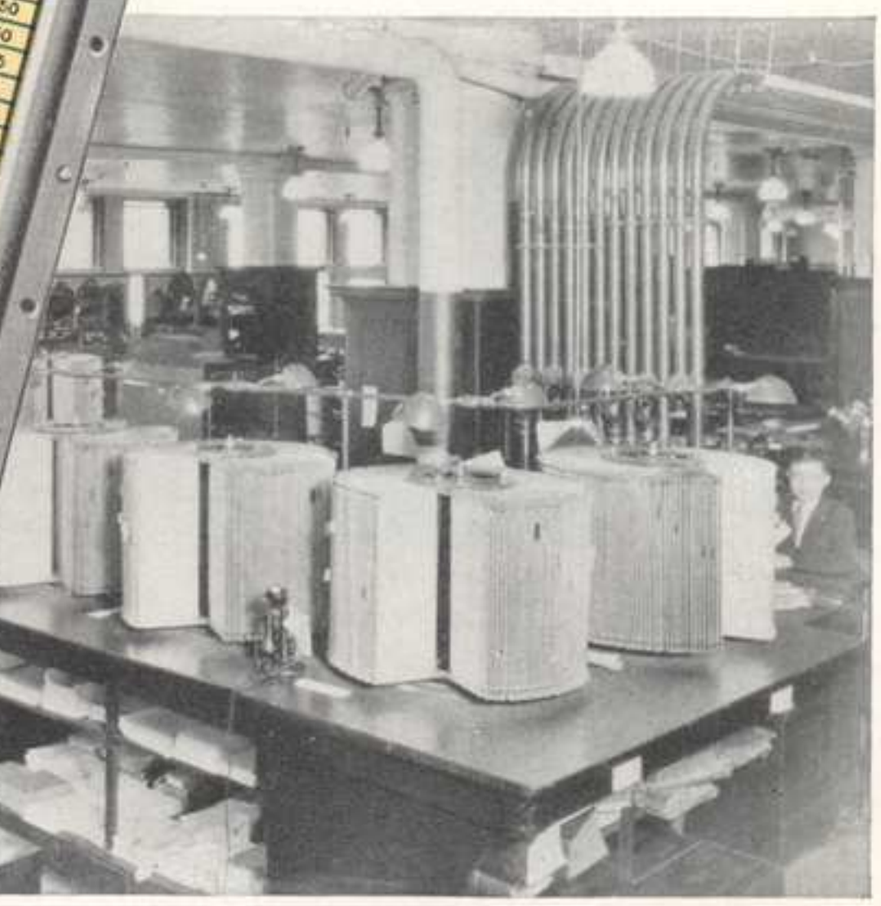
INDEX Visible cards are die cut to fit the runways of Index Visible holders. You merely clip them into place—or unclip them when they are removed. The file automatically adjusts itself to the change.

The holder may be a frame suspended on a rotating standard, a desk stand or a wall bracket. It may be the slide of a Kardex cabinet. It may be a panel or frame, used individually or in a ring book.

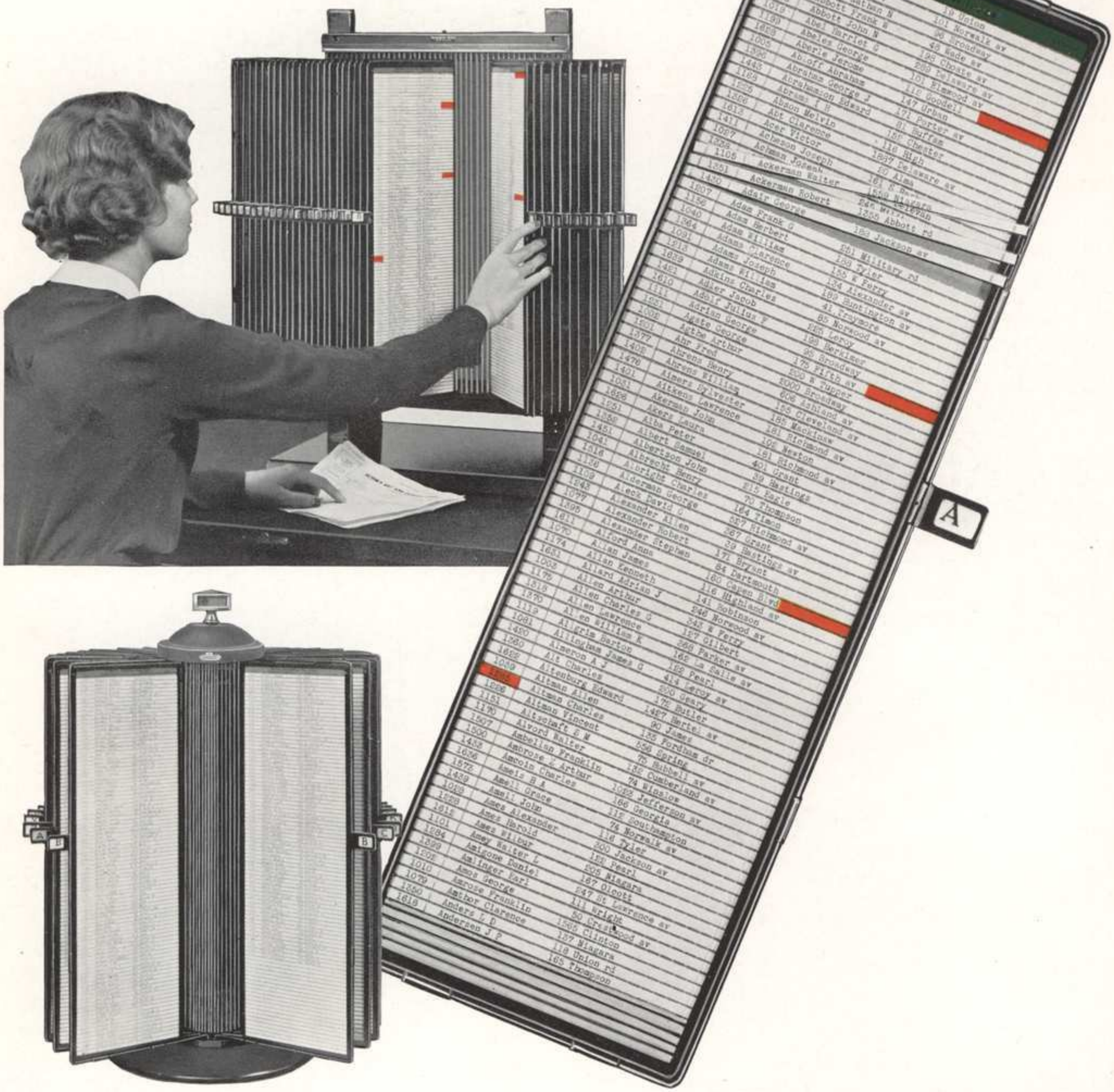
Thus develops an equipment widely used for indexes, listings, credit authorization files, price lists, any reference record requiring frequent change and not requiring "protection" on the visible edges of the cards.



Index Visible cards are made in two grades of stock—one of 100% rag content, the other adapted for a shorter active life. Each has a solid dark blue "breaker margin" on its upper edge, a line which sets off the typed information for speedier and more accurate reference.



KARDEX TUBE EQUIPMENT



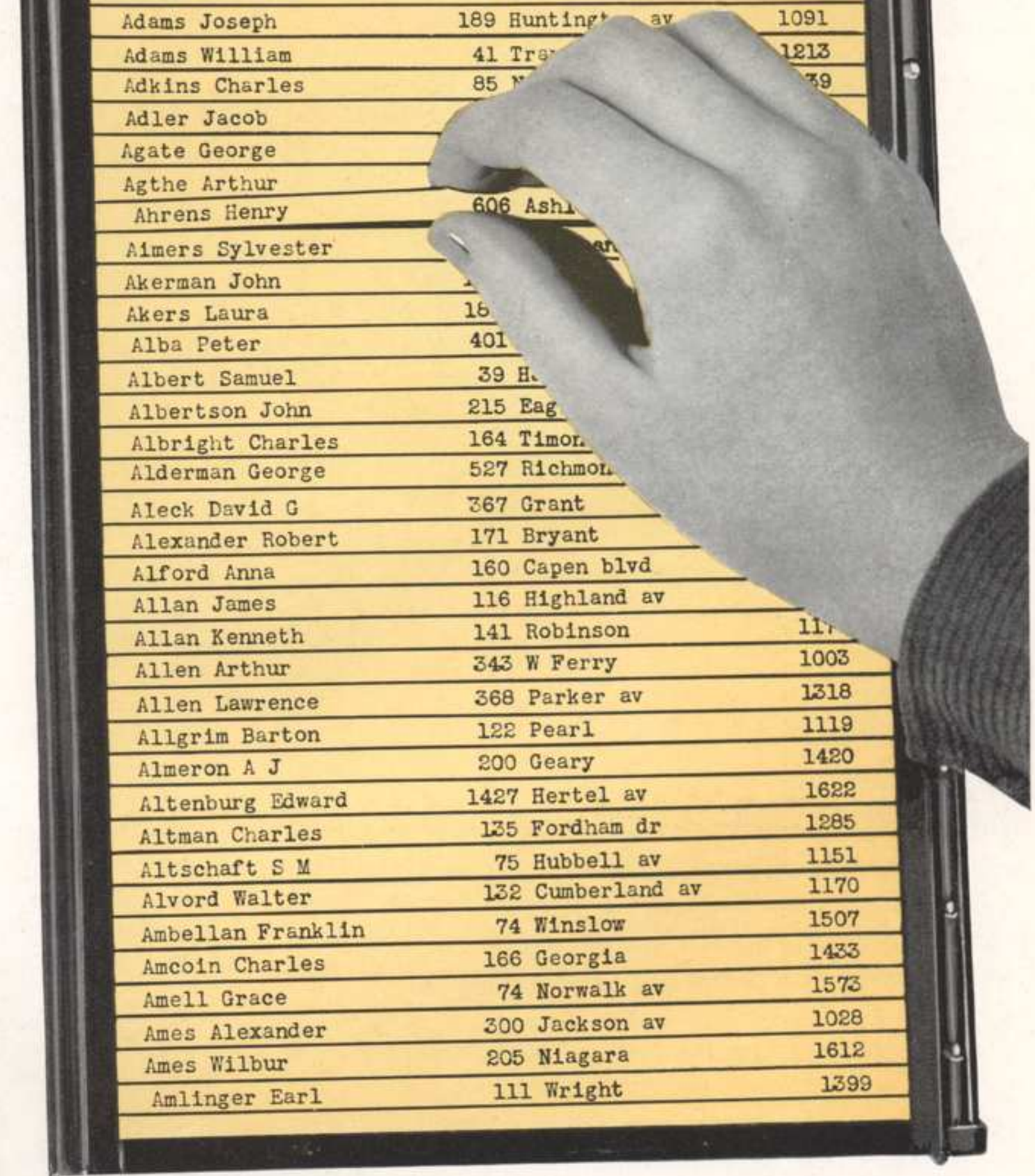
THIS is the original "visible index." It is extensively used. Scored strips of paper are typed with the information desired, then separated for insertion in flexible "tubes" of transparent celluloid. These are sprung beneath the flanges of the frames, which are hung, in turn, on rotaries, desk stands, or wall brackets. Individual panels may be suspended on a wall.

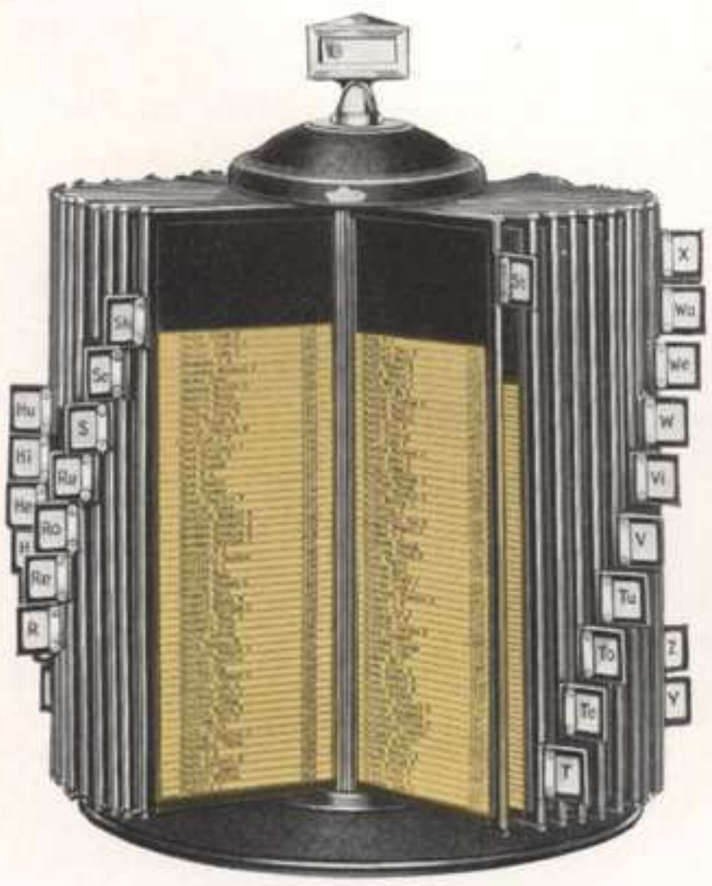
Kardex interlocking tubes are available for indexing of one, two or three lines of typed information, and in lengths that range from four to seven inches long. They permit the use of transparent colored signals for flagging conditions pertinent to any name. A flange on their upper edges underlaps the backs of the tubes above, thus forming a solid protecting sheath.

LINEDEX

In Linedex names are inscribed on strips of laminated wood faced with paper and pressed in wax spread over a pliable kraft so that they may be handled individually or in groups. The strips are inserted in Linedex frames by a slight flexing motion which slips them beneath flanges at the sides. The frames, of single or double row capacity, are hung on rotaries, wall brackets or desk stands. Rotaries have either single or double tiers.

Much of the almost instantaneous information service rendered by telephone exchanges is accomplished because of their almost universal use of Linedex for indexing purposes. Here relatively low cost, ease of making changes and operating speed have brought about a virtual standardization on Linedex that is very significant. Equal results may be expected by any organization to which these advantages appeal.


A
Aaron Ben F 19 Union 1250
Abbey Nathan N 96 Broadway 1374
Abbott John N 198 Choate av 1528
Abeles George 101 Elmwood av 1199
Abloff Abraham 147 Urban 1005
Abrahamson Edward 81 Buffam 1443
Abson Melvin 116 High 1225
Acer Victor 20 Alma 1613
Achman Joseph 131 W Delevan 1027
Ackerman Robert 1355 Abbott rd 1351
Adair George 188 Jackson av 1430
Adam Herbert 188 Tyler 1156
Adams Clarence 134 Alexander av 1364
Adams Joseph 189 Hunting av 1091
Adams William 41 Tre 1213
Adkins Charles 85 N 39
Adler Jacob
Agate George
Agthe Arthur
Ahrens Henry 606 Ashl
Aimers Sylvester
Akerman John
Akers Laura 16
Alba Peter 401
Albert Samuel 39 H
Albertson John 215 Eag
Albright Charles 164 Timon
Alderman George 527 Richmon
Aleck David G 367 Grant
Alexander Robert 171 Bryant
Alford Anna 160 Capen blvd
Allan James 116 Highland av
Allan Kenneth 141 Robinson 11
Allen Arthur 343 W Ferry 1003
Allen Lawrence 368 Parker av 1318
Allgrim Barton 122 Pearl 1119
Almeron A J 200 Geary 1420
Altenburg Edward 1427 Hertel av 1622
Altman Charles 135 Fordham dr 1285
Altschaft S M 75 Hubbell av 1151
Alvord Walter 132 Cumberland av 1170
Ambellan Franklin 74 Winslow 1507
Amcoin Charles 166 Georgia 1433
Amell Grace 74 Norwalk av 1573
Ames Alexander 300 Jackson av 1028
Ames Wilbur 205 Niagara 1612
Amlinger Earl 111 Wright 1399



Linedex rotaries, with single or double tiers, holding frames of single or double row capacity, may be mounted on a desk top or a caster wheel base.

VISIBLE BOOKS

VISIBLE Record Books combine the security, portability and convenience of the loose leaf binder with the operating speed and signalling possibilities of the visible record file. They are practical, compact, economical and easily operated. They are adaptable to the special conditions prevailing in the office where they are used.

Visible Books bring the bottom indexing margins of the forms into uniform visibility, permitting immediate location of a wanted record and offering opportunity for wide classification by signalling.

The Curved Prong Visible Record Book is specially designed for rapid posting. It opens to three operating positions—for reference, as you would consult any book of recorded facts—for posting, a half-way release of the holding device so that pages lie properly flat—for sheet shift, a complete release to permit insertion, removal or rearrangement of groups or single forms.

These preparatory operations are accomplished instantly. A light thumb pressure on the releasing latch springs the Curved Prong Visible Record Book into the desired position. No special technique is required.

Remington Rand Visible Record Books have bindings of canvas, black artificial leather, with metal rims, and Bakelite. The Curved Prong Visible Record Book is made in two heights, 16″ and 13″, and in any practical width.

Two kinds of racks are furnished for holding Visible Record Books on table tops. One arranges them in a vertical position for ready reference. The other is a low inclined posting model. This second rack may be mounted on a swivel base, if table space is not available.

Remington Rand has in stock a large number of forms ready for immediate use with its Visible Record Books. They cover the more common applications. Samples of forms will be gladly supplied upon request.

INSTALLATION SERVICE

Members of Remington Rand's Installation Service staff are shown here setting up an exceedingly important record at a large California bank.

REMINGTON Rand indexers will come to your office and assume complete responsibility for installation of your new visible control system—just as has been done for hundreds of business firms since this service was inaugurated in 1891.

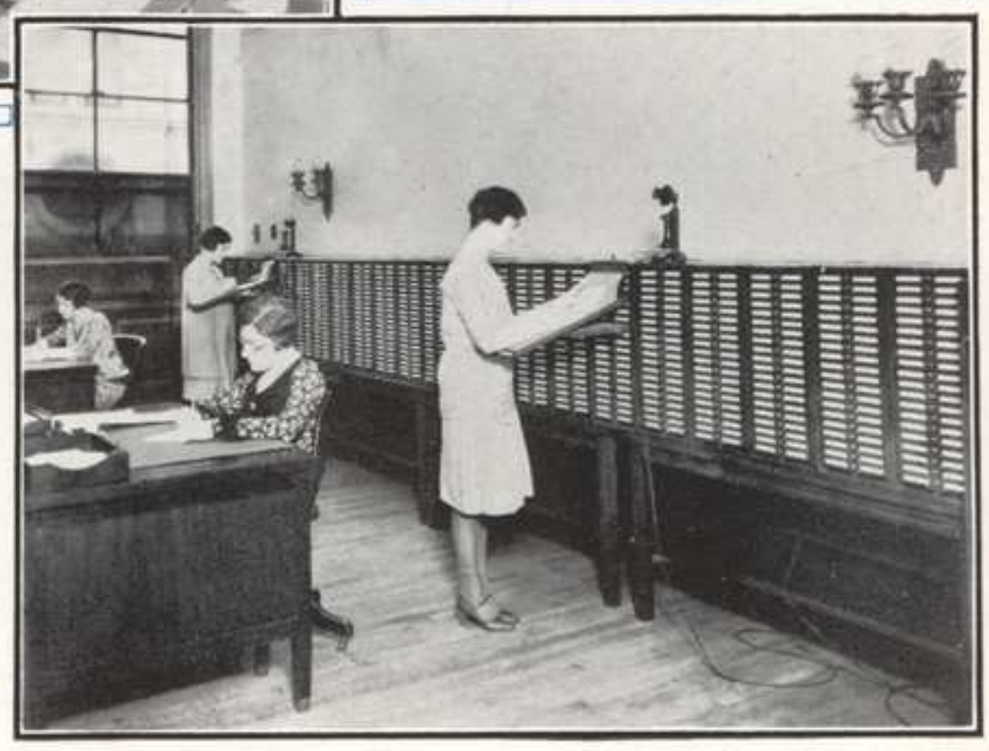
Installation of new systems and reorganization of old systems then receive a treatment which many of our customers have termed "professional."

Remington Rand indexers know the "technique" of visible record keeping, the shortcuts of setting up a new visible system. They do it with absolute neatness and accuracy.

Your personnel is thoroughly instructed in the operation of the new control as a part of this service. Detailed supervision on your part is unnecessary. Remington Rand sponsors the result and actually takes over responsibility for attaining. Lasting benefit to your organization results.

Installation Service Departments are located in all the principal cities and are prepared to quote costs on this work on a time or contract basis. Members of your present staff may be utilized as assistants, or we will supply the entire personnel. Detailed cost figures covering installation and future operation will be furnished without obligation on your part. Just write or call at our nearest office.

THE LARGEST ORGANIZATIONS IN THE WORLD USE KARDEX



KARDEX controls receipts and disbursements of all stock materials in the establishments of the United States Navy. In New Jersey, and other states, Kardex reduces the tremendous detail incident to the annual registration of motor cars. In Atlanta, and other cities, Kardex facilitates the issue of city licenses. In San Francisco, and other cities, Kardex signals measure expenditures of budgeted funds.

New York's National City makes Kardex a basic factor when executing personal loans. Washington's Riggs National keeps in Kardex the records that assure performance of the manifold duties it assumes, as trustee or executor. Pittsburg's Mellon National verifies official signatures by reference to a Kardex file. Providence's Industrial Trust Company safeguards its relations with two hundred thousand customers because Kardex cabinets hold centralized records of control. Nearly every bank in the United States has visualized some of its records in Kardex.

The insurance companies use Kardex. The Mutual Benefit Life Insurance Company at Newark and the Equitable Life Assurance Society of America, New York, record the manifold transactions with their agents in Kardex. The Metropolitan Life Insurance Company of New York owns a Kardex record of its medical examiners. The Equitable Life Insurance Company of Iowa, Des Moines, and the American Central Life Insurance Company, Indianapolis, use Kardex for their histories of mortgage investments. The Connecticut General Life Insurance Company, Hartford, and the Provident Mutual Life Insurance Company, Philadelphia, maintain premium accounts in Kardex.

The great utilities use Kardex. The Consolidated Gas Company of New York builds public relations by its reliance on Kardex to produce the necessary facts. The West Penn Power Company of Pittsburg and the Dayton Power & Light Company each save many thousand dollars annually through installation of Kardex records of supplies and stocks. The Kansas City Power & Light Company watches credits with Kardex. The Rochester Gas & Electric Company and the Union Gas & Electric Company of Cincinnati win economies in a similar way.

KARDEX EARNS PROFITS FOR EVERY KIND OF BUSINESS

KARDEX, through the big finance companies, controls collections on a large proportion of the automobiles sold on the installment plan.

At Macy's in New York and Bamberger's in Newark, as in thousands of other retail stores, Kardex systems control the turnover and adequacy of merchandise stocks. At Marshall Field's in Chicago Kardex checks credit extension, and Kardex methods perform a similar service for 85% of all the department stores in America. Henry C. Lytton & Sons of Chicago use Kardex to reveal the condition of outstanding accounts, and thousands of merchants of clothing, furniture and jewels have adopted similar plans.

Dealers of the Westinghouse Electric & Manufacturing Company use Kardex to increase their refrigerator sales. Dealers of the Ford Motor Company sell more cars because Kardex helps them sell. Dealers of Motorstoker heating units and R C A radios have equally efficient plans. Thus, in Kardex, records are standardized throughout great industries. Thus individuals benefit from the experience of all.

The American Writing Paper Company of Holyoke reduced its inventory $225,000 after Kardex visualized the facts. The De Laval Separator Company of Poughkeepsie made a $500,000 cut. Twenty branches of the Graybar Electric Company keep their stock investment at low level because Kardex permits them to do it. Consignment stocks in 200 branches of the National Cash Register Company are kept on a profitable basis with Kardex help.

The Crosley Radio Corporation of Cincinnati uses Kardex purchase control. So do the Frick Reed Supply Company of Pittsburgh, the Hammermill Paper Company of Erie, the Eastman Kodak Company of Rochester, the Dupont Viscaloid Company of Leominster and the Dennison Manufacturing Company of Framingham.

The Vacuum Oil Company of New York and the Gulf Refining Company of Pittsburgh use Kardex sales control. The Lambert Pharmacal Company of St. Louis, the Vick Chemical Company of Greensboro and the Norwich Pharmacal Company of Norwich, N. Y., prove its adaptability in another field. Kardex sales records build business for the Mallory Hat Company of Danbury and the Holeproof Hosiery Company of Milwaukee. They help the United States Playing Card Company to capitalize fast on contract bridge and the Libbey Owens Ford Glass Company of Toledo to build a consciousness of the need for "safety glass."

THOUSANDS OF SMALL BUSINESS AND PROFESSIONAL MEN USE KARDEX

THE Lord High Chamberlain of England has installed a Kardex record of all persons to whom invitations to royal functions may properly be sent. Another Kardex method reveals those who should never be asked to court.

Charles A. Carr, a coal merchant of Bristol, N. H., also sells fuel oil and ice. He has combined the three ledgers into one and follows prospects right from the visible margins of his Kardex ledger cards.

The American Institute Laundry at Joliet, operated by the Laundryowners National Association, finds Kardex so important a factor in its operation of sales control that the association recommends identical installations to its entire membership.

The Gaffney Products Company of Kearney, New Jersey, records its sales in three Kardex Floor Model units, finds that increased business pays for the installation in three months.

The Secretary of the Akron Kiwanis Club devises a Kardex record of his members and the payment of their dues. It proves so efficient that nearly every other club throughout Ohio duplicates his plan.

The City Manager of Long Beach, California, sets up a Kardex record of appropriations, signalling percentages expended. The village of Ridgefield Park, New Jersey, borrows the idea—as do many other towns between these two.

The Goodman & Beer Company of New Orleans, liquor dealers, begin to operate a Kardex sales record. Within sixty days conditions are revealed that justify radical changes in sales policies. The changes are instituted. Better business results.

Lloyd's of London, the greatest of insurance underwriters, uses Kardex to record the daily movement of ships at sea. John Morris, a solicitor of New York, also owns a Kardex system, and within a week after he begins its use his commissions rise $300. Warning is sounded that a term policy will soon expire. Mr. Morris converts the policy to a permanent plan.

Owners of securities use Kardex to signal income dates, to chart variations from the purchase price. Florists combine billing and ledger posting operations in a small capacity Kardex cabinet. Farmers record the milk production of registered cows. A big league baseball team dispatches scouts to watch likely prospects play when Kardex reveals that averages are high.

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